

## **DK9T 04 (HSC243) Monitor, handle and maintain materials and equipment**

### **Elements of competence**

HSC243.1	Identify and move materials and equipment
HSC243.2	Monitor the receipt and use of materials and equipment
HSC243.3	Help maintain materials and equipment

### **About this Unit**

For this Unit you will need to be able to monitor, handle and maintain materials and equipment.

### **Scope**

The scope is here to give you guidance on possible areas to be covered in this Unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Risks:** possibility of injury; dangerous stacking of materials; dangerous storage of equipment; risk of damage to materials and equipment; risk of contamination to materials and equipment.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice applicable to your job; your work activities; the job you are doing (eg domiciliary, residential care, hospital settings) and the individuals you are working with.

### **Values underpinning the whole of the Unit**

The values underpinning this Unit have been derived from the key purpose statement<sup>1</sup>, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. They can be found in the principles of Care Unit HSC24. To achieve this Unit you must demonstrate that you have applied the principles of care outlined in Unit HSC24 in your practice and through your knowledge.

### **Evidence Requirements for the Unit**

**It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.**

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<sup>1</sup> The key purpose identified for those working in health and social care settings is “to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care”

<b>SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT</b>
<b>Simulation:</b>
<ul style="list-style-type: none"> <li>Simulation is <b>NOT</b> permitted for any part of this unit.</li> </ul>
<b>The following forms of evidence ARE mandatory:</b>
<ul style="list-style-type: none"> <li><b>Direct Observation:</b> Your assessor or an expert witness must observe you in real work activities which provide a significant amount of the performance criteria for all elements in this unit. For example how you ensured that all the relevant health and safety checks were carried out prior to moving equipment.</li> <li><b>Reflective Account/professional discussion:</b> Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. This will relate to the individual you work with on a day to day basis. For example what steps you took to ensure that health and safety regulations were observed and why you prepare risk assessments before moving equipment or material.</li> </ul>
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<ul style="list-style-type: none"> <li><b>Questioning/professional discussion:</b> May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.</li> <li><b>Expert Witness:</b> A designated expert witness may provide direct observation of practice, questioning, professional discussion and feedback on reflective accounts.</li> <li><b>Witness Testimony:</b> Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or service user.</li> <li><b>Products:</b> These can be any record that you would normally use within your normal role e.g. individual care plans, individual care reviews, compliments and complaints. Product evidence will be important for this unit. You need not put confidential records in your portfolio, they can remain where they are normally stored and be checked by your assessor and internal verifier. If you do include them in your portfolio all names and identifying information must be removed to ensure confidentiality. These may also be <b>assignments/projects</b>. You may have already completed a project or assignment from vocationally related qualification; you may also have evidence from other training e.g. risk assessment, health and safety training, record keeping and recording.</li> </ul>
<b>GENERAL GUIDANCE</b>
<ul style="list-style-type: none"> <li>Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence.</li> <li>Evidence must be provided for ALL of the performance criteria ALL of the knowledge and the parts of the scope that are relevant to your job role.</li> <li>The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Care Sector. This will include the National Service Standards for your areas of work and the individuals you care for.</li> <li>All evidence must relate to your own work practice.</li> </ul>

**KNOWLEDGE SPECIFICATION FOR THIS UNIT**

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.**

<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
<b>Legislation and organisational policy and procedures</b>	
1 Codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when monitoring, handling and maintaining materials and equipment.	
2 Current local, UK legislation, and organisational requirements, procedures and practices for: (a) accessing risk assessments and following risk assessment procedures. (b) recording, reporting, confidentiality and sharing information, including data protection (c) health, safety, assessing and managing risks associated with monitoring, handling and maintaining materials and equipment (d) the use of transportation equipment (e) the movement of particular types of materials and equipment (f) moving and handling (g) supplying and storing different kinds of materials (h) the maintenance of equipment and machinery	
<b>Theory and practice</b>	
3 Principles for moving, handling, loading and storing materials and equipment.	
4 The reasons for recording the goods received and actions to take to rectify mistakes.	
5 How to deal with hazardous substances.	
6 Routine maintenance requirements and the possible consequences of not maintaining equipment.	
7 Types of materials and equipment which are easily damaged during transportation.	
8 Reasons for, and methods of, labelling products and equipment for transfer.	
9 Loading and unloading requirements for transfer such as positioning and weight of loads, safe methods of moving loads manually.	
10 How to secure and monitor the condition of products and equipment during transit.	

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<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
11 How to move, handle, store and dispose of equipment, materials and waste safely.	
12 How to protect materials and equipment from contamination and adverse atmospheric conditions.	

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### HSC2431.1 Identify and move materials and equipment

Performance criteria		DO	RA	EW	Q	P	WT
		1	You identify materials and equipment that need to be moved.				
2	You obtain <b>risk</b> assessments associated with the materials and equipment to be used.						
3	Prior to moving the materials and equipment, you ensure you understand risk assessment procedures and identify and minimise the risks involved, accessing other help where necessary.						
4	You move and handle materials and equipment ensuring that you: <ul style="list-style-type: none"> <li>(a) follow legal and organisational policies, procedures and requirements</li> <li>(b) follow the procedures and practices identified in any risk assessments</li> <li>(c) handle and position the materials and equipment safely, securely and in a way which protects them from damage and/or contamination</li> <li>(d) handle and position the materials and equipment safely when moving them</li> </ul>						
5	You check that the materials and equipment are safe and secure when they have been moved.						
6	You update records and report any problems about moving materials and equipment, according to legal and organisational requirements.						

### HSC243.2 Monitor the receipt and use of materials and equipment

Performance criteria		DO	RA	EW	Q	P	WT
		1	You check that any materials and equipment received are correct and not faulty.				
2	You store materials and equipment according to the manufacturer's, users and organisational recommendations and requirements.						
3	When distributing materials and equipment you handle them safely and according to legal requirements and organisational policies and procedures.						
4	You monitor and control the use of materials and equipment to minimise loss and damage.						

DO = Direct Observation  
EW = Expert Witness

RA = Reflective Account  
P = Product (Work)

Q = Questions  
WT = Witness Testimony

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**HSC243.2 Monitor the receipt and use of materials and equipment (cont)**

Performance criteria		DO	RA	EW	Q	P	WT
		5	You record, report and take action to: (a) remedy any faults and incorrect deliveries (b) replace and repair materials and equipment that have been lost and damaged (c) replenish materials and equipment that have run out				

**HSC243.3 Help maintain materials and equipment**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You use and encourage <b>others</b> to use, maintain and clean materials and equipment according to: (a) manufacturer's instructions (b) any legal requirements (c) organisational policies and procedures				
2	You use appropriate protective clothing and equipment when cleaning equipment.						
3	You maintain and store materials and equipment so they are easily accessible and ready for future use.						
4	You label, remove and report to appropriate people, any materials and equipment that are unsuitable for use.						
5	You dispose of any waste safely and according to legal and organisational requirements.						
6	You keep accurate and up-to-date records of the materials and equipment for which you are responsible.						

*DO = Direct Observation*  
*EW = Expert Witness*

*RA = Reflective Account*  
*P = Product (Work)*

*Q = Questions*  
*WT = Witness Testimony*

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*To be completed by the Candidate*

**I SUBMIT THIS AS A COMPLETE UNIT**

Candidate's name: .....

Candidate's signature: .....

Date: .....

*To be completed by the Assessor*

*It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.*

**I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.**

Assessor's name: .....

Assessor's signature: .....

Date: .....

**Assessor/Internal Verifier Feedback**

*To be completed by the Internal Verifier if applicable*

***This section only needs to be completed if the Unit is sampled by the Internal Verifier***

Internal Verifier's name: .....

Internal Verifier's signature: .....

Date: .....