

About this Unit

This standard covers obtaining specimens, testing some specimens in the work area, and forwarding some specimens for laboratory investigation.

Collection of blood specimens is not included.

Users of this standard will need to ensure that practice reflects up-to-date information and policies.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit. ◆ The following forms of evidence ARE mandatory: ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, what Health and Safety measures and personal protective equipment you apply when collecting specimens and the reasons for these. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, how you ensure the necessary containers are used and the systems you use to maintain records of collection and testing.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: 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 your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ 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. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ 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 Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

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.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 Your own level of competence, authority and specialist knowledge base in relation to obtaining and testing specimens from individuals.	
2 How to communicate effectively in the appropriate medium to meet the individual’s needs and preferences.	
3 Why it is essential to check the identity of the individual, valid consent and authorisation for the planned activity.	
4 The importance of maintaining the individual’s confidentiality, privacy and dignity.	
5 The importance of applying appropriate health and safety measures, standard precautions for infection prevention and control, and personal protective equipment relevant to obtaining and testing specimens from individuals and the potential consequences of poor practice.	
6 The required preparation for individuals prior to the type of specimen collection within your work practice.	
7 The importance of giving clear explanations to individuals to enable them to collect their own specimens when appropriate.	
8 The materials and equipment required for collecting the specimen and the types of specimens that you may obtain.	
9 The different types of container, transport media and request forms for specimens appropriate to the specimen and planned test procedure.	
10 The information that is required to ensure accurate labelling of specimens and the potential hazards and other consequences related to incorrect labelling or dispatch of specimens.	
11 The tests and investigations that may be carried out on the specimens you obtain.	
12 The implications the results of the tests will have on the individual.	
13 The importance of accurate record keeping.	
14 The importance of immediately reporting any findings which are outside of normal ranges and which demand urgent attention.	
15 The current national legislation, guidelines, organisational policies and protocols which affect your work practice.	

DK9Y 04 (CHS7) Obtain and test specimens from individuals

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
16 The policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others.	

DK9Y 04 (CHS7) Obtain and test specimens from individuals

Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Work within your level of competence, responsibility and accountability for obtaining and testing specimens.							
2	Apply appropriate health and safety measure, standard precautions for infection prevention and control and personal protective equipment relevant to the procedure and environment.							
3	Check the individual's identity and gain valid consent and authorisation for the planned activity.							
4	Communicate effectively in the appropriate medium to meet the individual's needs and preferences.							
5	Ensure privacy and dignity at all times, taking into account the individuals ethnic and religious background which might influence certain aspects of collecting specimens.							
6	Check the required preparations have been completed and stop the procedure if the necessary preparations have not been followed by the individual or staff.							
7	Provide the necessary and appropriate container for the specimen to the individual.							
8	Obtain specimens from clients when they cannot do this themselves, and place them in the appropriate container.							
9	Ensure specimens are collected in the correct order where necessary.							
10	Label specimens correctly, attach the relevant documentation, place in the relevant biohazard bags, and put them in the correct place for storage, collection or transportation.							
11	Record any problems in obtaining the specimen to the appropriate member of the team without delay.							
12	When required, test specimens using the correct process for the investigation to be performed, and according to the specimen being tested.							
13	Report immediately any findings which are outside of normal ranges and which demand urgent attention in line with local policies, protocols and procedures.							

DK9Y 04 (CHS7) Obtain and test specimens from individuals

Performance Criteria	DO	RA	EW	Q	P	WT	PD
14 Reassure and inform the individual of the results of the tests according to their needs or pass this on to other staff members if this is beyond your role and responsibility.							
15 Maintain full, accurate and legible records of sample collection and testing and store in correct location in line with current legislation, guidelines, local policies and protocols.							

DO = Direct Observation
EW = Expert Witness
PD = Professional Discussion

RA = Reflective Account
P = Product (Work)

Q = Questions
WT = Witness Testimony

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: