

## **FN85 04 (GEN6)      Manage environments and resources for use during healthcare activities**

### **About this Unit**

This standard is about the management of clinical environments for healthcare activities. This includes preparing for an individual's healthcare intervention, treatment or therapy and ensuring that the clinical environment is appropriately cleaned, cleared and ready for its next intended use.

This standard is applicable to a wide range of health contexts and roles in emergency, primary and secondary care. It may include patients in conscious or unconscious states.

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**

<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>
<ul style="list-style-type: none"> <li>◆ <b>The following forms of evidence ARE mandatory:</b></li> </ul>
<ul style="list-style-type: none"> <li>◆ <b>Direct Observation:</b> 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. <b>For example</b>, you could be observed as you check all the resources are in a suitable safe condition before use.</li> <li>◆ <b>Professional discussion:</b> Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. <b>For example</b>, discuss with your assessor/expert witness how you prepare maintain and clean the environment and resources used for a specific healthcare activity.</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>Reflective Account:</b> 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.</li> <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 your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice.</li> <li>◆ <b>Expert Witness:</b> 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.</li> <li>◆ <b>Witness Testimony:</b> Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen.</li> <li>◆ <b>Products:</b> 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.</li> <li>◆ <b>Prior Learning:</b> 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.</li> <li>◆ <b>Simulation:</b> 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.</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.</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 Health Care sector. This will include the National Service Standards for your areas of work.</li> <li>◆ All evidence must relate to your own work practice.</li> </ul>

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**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>
1 Your own level of competence, authority and knowledge in relation to managing clinical environments and resources.	
2 The importance of applying standard precautions to the preparing of environments and the potential consequences of poor practice.	
3 What is and is not a sterile field and how the correct level of cleanliness may be achieved for the healthcare activity, the client and the setting.	
4 The roles and responsibilities of other team members in relation to both the preparation and management of the clinical environment.	
5 The range of associated medical equipment, devices and resources, their purpose and correct use and how to check if they are functioning correctly or in a suitable state for use, in line with local health and safety guidelines.	
6 The importance of selecting, preparing and setting out essential resources safely, efficiently and in accordance with relevant protocols and local/national guidelines.	
7 The types of essential resources which are sensitive to environmental changes and how this affects their storage and use.	
8 The environmental conditions appropriate for the type of healthcare activity to be undertaken and how to make appropriate adjustments to meet requirements.	
9 The procedures and techniques associated with the preparation, maintenance and cleaning of the environment and resources used for specified healthcare activity.	
10 The importance of handling resources safely and correctly and how to do so.	
11 What activities you are permitted to undertake when problems arise with equipment or resources and when you must refer the problem to others.	
12 The relevant person to whom you should refer problems with the environment and/or resources and the correct procedure for doing so.	
13 The types of records and documentation required for management of clinical environments and associated healthcare activities and how they should be completed.	

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<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
14 The importance of ensuring that clinical environments are sterile and fit for next use.	
15 Key factors that influence the readiness of clinical environments for use in healthcare activities.	
16 Your responsibilities under national legislation and regulations, current European, International and local guidelines, Codes of Practice and Professional Standards.	
17 The duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer.	
18 The policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others in relation to emergency procedures.	

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<b>Performance Criteria</b>		<b>DO</b>	<b>RA</b>	<b>EW</b>	<b>Q</b>	<b>P</b>	<b>WT</b>	<b>PD</b>
1	Work within your level of competence, responsibility and accountability throughout all clinical activities and respond in a timely manner to meet individual's needs.							
2	Ensure effective infection control at all times.							
3	Ensure all essential resources are available in advance of planned healthcare activities and report any shortfalls.							
4	Check and confirm that all resources are in a suitable, safe condition for the activity to be carried out.							
5	Check that relevant equipment and medical devices are functioning within required parameters prior to use.							
6	Take appropriate action, where faults or breakdowns occur in equipment and medical devices.							
7	Handle resources in a safe and correct manner in accordance with health and safety and infection control local and national policies and guidelines.							
8	Prepare resources in the appropriate manner and time for the activity to be carried out in accordance with clinical governance.							
9	Make sure that environmental conditions within the immediate environment are set to appropriate levels to maintain individual comfort throughout the activity.							
10	Promptly investigate any problems with the environment and resources and report any which you cannot solve to the relevant person to deal with them.							
11	Clean re-useable items in accordance with national and local policies after use and make them safe prior to storage.							
12	Dispose of any used, damaged or out of date items in an appropriate safe place in accordance with local procedures.							
13	Return un-opened, unused and surplus resources to the correct location for storage.							
14	Monitor available levels of consumable materials used in clinical activities and replenish and replace in accordance with protocols.							

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15 Ensure you record all information accurately and timely in accordance with information governance.							

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

*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: .....