

FN87 04 (GEN9) Prepare vehicles for the transport of people, materials and/or equipment within the health sector

About this Unit

This standard covers the checking and preparation of vehicles for the transport of people, material and equipment on public roads.

The vehicles could include articulated vehicles, coaches, vans, minibuses or cars.

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.**

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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.
<ul style="list-style-type: none"> ◆ The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> ◆ 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, performing safety checks on the vehicle, checking oil levels and checking and loading materials. A checklist may be used for this. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, what procedures you would follow when undertaking repairs and maintenance and how legislation affects your practice.
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.

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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.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 The current European and National legislation, national guidelines, organisational policies and protocols in accordance with Clinical/Corporate Governance which affect your work practice in relation to carrying out preparing vehicles for the transport of people, materials and/or equipment within the health sector.	
2 Your responsibilities and accountability in relation to the current European and National legislation, national guidelines and local policies and protocols and Clinical/Corporate Governance.	
3 The duty to report any acts or omissions in care that could be detrimental to yourself, other individuals or your employer.	
4 The importance of working within your own sphere of competence and seeking advice when faced with situations outside your sphere of competence.	
5 The basic maintenance and repair tasks you can carry out and those which you should refer to others.	
6 The different types of material which may and may not be transported together.	
7 What constitutes hazardous materials — and the special requirements, which must be met when transporting hazardous substances.	
8 Why loads need to be stable before vehicles are moved, and how to check load stability.	
9 The sort of specialist equipment, tools and materials needed for different processes, and how to check whether they are working properly and are suitable for the load(s) to be carried.	
10 The particular storage requirements for items which are temperature-sensitive and what to do if these requirements cannot be met.	
11 How to check, top-up and replace vehicle consumables, and how to check vehicle systems recognising actual or potential problems and faults.	
12 How to report faults and problems and what information to include.	
13 How to carry out basic maintenance and repair tasks within your responsibility.	

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You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
14 How to load and secure materials and equipment for transport, and how to check that they will be stable during transit.	
15 How to move and handle items safely, including using lifting equipment, lifting with another person, avoiding repetitive movements.	

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Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Check all relevant aspects of the vehicle accurately and confirm that the vehicle is in a satisfactory condition for the journeys to be undertaken.					
2	Top up or replace all vehicle consumables when they are not at the required levels, or in the required condition.							
3	Check and confirm the suitability and condition of specialist equipment, tools and materials.							
4	Remedy any defects or faults in the vehicle or specialist equipment and materials where possible, and record and report accurately and promptly to the appropriate person.							
5	Check that materials and equipment, which are to be transported, are correct and complete.							
6	Identify correctly any shortfall in, or damage to, materials and equipment and report to the appropriate person.							
7	Load materials and equipment correctly into the vehicle, and store and secure them correctly and safely, ensuring their stability is confirmed before the vehicle is moved.							
8	Demonstrate safe moving and handling techniques at all times.							

DO = Direct Observation

RA = Reflective Account

Q = Questions

EW = Expert Witness

P = Product (Work)

WT = Witness Testimony

PD = Professional Discussion

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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: