

## FP02 04 (BDS9) Prepare the documentation, donations and samples for transport

### About this Unit

This standard covers the preparation of donations, samples and associated documentation for transport and storage at session. The standard applies to both whole blood and apheresis donations, to all types of donor session and new, returning and regular donors. In relation to the donation, the competence covers the data input of outcomes, confirmation that checking process has been undertaken and registration of donor attendance.

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>, check donation packs to ensure sealed and intact and no visible damage.</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 the key principals of data protection and why it is important when collecting information from the donors.</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 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 preparing the documentation, donations and samples for transport.	
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 applying standard precautions to preparing the documentation, donations and samples for transport and the potential consequences of poor practice.	
5 How record systems and requirements may vary for different types of situations/sessions (eg centres/mobiles, community/industrial, computer failure).	
6 How the different record systems impact on when, how and if registration is undertaken (eg donor record sent to donors home or issued at donation session, computer systems or paper based systems).	
7 The importance of proper registration.	
8 The importance and key principles of data protection, and other relevant policies and legislation.	
9 What reconciliation is and why it is done.	
10 Why it is essential that checks have been completed to confirm that all identification labels match exactly, documentation completed and to report discrepancies before items leave the donor collection site.	
11 What is meant by safe moving and handling techniques.	
12 The materials and techniques that you should use to safely clean up blood spills and splashes.	
13 The range of donation outcomes to be recorded.	
14 How quality incidents are prevented, identified, reported and recorded.	
15 How sealer devices be checked prior to use and what information needs to be recorded relating to donations, samples and the checks that are made.	

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<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
16 How to handle and store donations and samples, and the importance of doing this correctly and safely.	
17 Why and how donation packs are sealed.	
18 The benefits of placing samples in numerical order in relation to automated testing systems.	
19 The importance of identifying transport personnel and how you would do this.	
20 How to apply the principles of good manufacturing practice.	
21 The differences between new, returning and regular donors and how this affects the amount, type and requirement of information which is sought from them.	
22 The differences between long term donor records and short terms session documents, and how each is created, accessed, checked and updates.	
23 How you correctly prepare donations, samples and records for transport and transfer from collection site.	
24 How to enter outcomes of donation against the correct individual donor record.	
25 How to produce data summaries of session outcomes if they are required.	

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Apply standard precautions for infection prevention and control, and other relevant health and safety measures.					
2	Receive and handle donations, samples and documentation in line with organisational policy.							
3	Inspect donation packs and confirm that they are correctly sealed and free from damage.							
4	Inform an appropriate person and complete the necessary report, if you find any donation packs, samples or documentation that are damaged or incomplete.							
5	Place samples in numerical order in storage racks.							
6	Pack donations, samples and documentation for transportation or storage in line with organisational policy.							
7	Document all relevant information clearly, accurately and correctly in the appropriate records.							
8	Clean any spills and splashes of blood safely and effectively in line with health and safety requirements.							
9	Dispose of waste safely in accordance with health and safety legislation.							
10	Ensure positive identification of person collecting documentation, blood/blood components and samples for transfer is confirmed positively.							

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: .....