

### **About this Unit**

This standard covers the control of cross-infection by correctly preparing and dressing appropriately for work in healthcare areas. This includes effective hand washing/cleansing.

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 Standard 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 standard 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> <li>◆ <b>The following forms of evidence ARE mandatory:</b></li> <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>, how you apply standard precautions for infection prevention and control and other appropriate health and safety measures.</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>, your assessor may ask to explain why you take standard precautions to prevent infection by giving an example from your practice.</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>

**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 Organisational policies and protocols in accordance with Clinical/Corporate Governance as affect your work practice in relation to preparing and dressing for work.	
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 and dressing for work and the potential consequences of poor practice.	
5 The importance of maintaining high standards of personal hygiene at all times.	
6 The personal (outdoor) clothing and other personal fashion items that should be removed for work in a clinical/controlled environment, and the reasons for this.	
7 The causes of infection and cross-infection.	
8 The application of standard precautions for infection control and other relevant health and safety issues.	
9 The links between individual presentation, professional appearance and reduction of individuals’ anxiety.	
10 The policy on the use of makeup or the wearing of jewellery and covering facial and head hair where this is required.	
11 Protective clothing and: <ul style="list-style-type: none"> <li>(a) the reasons why particular materials are used for personal protective clothing</li> <li>(b) the types of protective clothing available, and their suitability in different situations</li> <li>(c) the reasons why personal protective clothing must be clean and undamaged when being worn</li> <li>(d) how the correct use of personal protective clothing contributes to infection control and how this links to standard precautions</li> <li>(e) the importance of wearing personal protective clothing which is comfortable</li> <li>(f) the reasons why personal protective clothing should not be worn outside the designated working area</li> </ul>	

**FP05 04 (GEN2) Prepare and dress for work in healthcare settings**

<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
(g) situations in which additional protective clothing should be worn	
12 Protective equipment and: <ul style="list-style-type: none"> <li>(a) the circumstances in which additional protective equipment is needed</li> <li>(b) the types of additional protective equipment available</li> <li>(c) the suitability of different types of additional protective equipment for different situations</li> <li>(d) the importance of wearing adequate and appropriate additional protective equipment</li> <li>(e) where and how to dispose of used, dirty and damaged clothing (both re-usable and single-use)</li> </ul>	
13 The importance of effective hand washing.	
14 Methods of cleaning hands and other areas of skin, and the times at which skin cleaning is necessary.	
15 Procedures for reporting problems with personal protective clothing and additional protective equipment (eg shortfalls in stock, dirty or damaged items).	
16 The importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff.	

**FP05 04 (GEN2) Prepare and dress for work in healthcare settings**

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Apply standard precautions for infection prevention and control and other appropriate health and safety measures.					
2	Remove personal clothing and fashion items that should not be worn in the workplace and store them in an appropriate safe place.							
3	Check that all personal protective equipment is clean, in a good state of repair and fits comfortably.							
4	Wear the correct personal protective equipment for your role and the procedure you are undertaking in line with organisational policy.							
5	Where required, cover any cuts and grazes securely with an appropriate dressing.							
6	Maintain a clean, neat and tidy appearance at all times.							
7	Change your personal protective equipment as soon as practicably possible if it becomes unsuitable for use.							
8	Remove your personal protective equipment safely in a way that minimises the risk of cross-infection and put it in the appropriate place for re-processing or disposal as necessary.							
9	Report any shortfalls in personal protective equipment stocks promptly to the appropriate person.							
10	Prevent contamination of personal protective equipment by only wearing it in the designated working area, and changing into personal clothing when you finish work.							

*DO = Direct Observation*

*RA = Reflective Account*

*Q = Questions*

*EW = Expert Witness*

*P = Product (Work)*

*WT = Witness Testimony*

*PD = Professional Discussion*

*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: .....