

### **About this Unit**

This standard covers the preparation of individuals undergoing endoscopic procedures. It is necessary to check the identity of the individual, and obtain consent. The individual requires support, information, and assistance during the procedure. It is also important to ensure the safety and security of the individual and their possessions throughout the procedure.

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 prepare the individual correctly according to the requirements of the endoscopic procedure being carried out.</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>, ethics and responsibilities of practitioners, and relevant professional bodies, codes of conduct, and guidelines.</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.**

<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
1 The effects of communication difficulties on the provision of services to individuals, and role of carers and others in facilitating communication.	
2 The services available for dealing with communication issues, and types of communication aid that are available.	
3 The effects of sedation on memory.	
4 The ethics and responsibilities of practitioners, and relevant professional bodies, codes of conduct, and guidelines.	
5 Evidence-based practice and its role in improving care.	
6 The legislation relating to the: (a) role of practitioners and clinical practice (b) health and safety (c) the care of individuals, include impact of the Human Rights Act (d) freedom of information and data protection	
7 Government and organisational policies relating to the provision of endoscopy.	
8 Legislation and legal processes relating to consent.	
9 The principles of informed consent, including implied consent and expressed consent.	
10 The process and timing for obtaining informed consent during endoscopic procedures, and what to do if consent is withdrawn during procedures.	
11 The relevant national and organisational policies and guidelines on consent.	
12 Statutory statements, living wills, advanced directives, and other expressions of an individual’s wishes.	
13 The admission and discharge procedures for endoscopic procedures.	
14 The endoscopic procedures, equipment, and sedation that are used.	
15 The guidelines, precautions, and information offered to individuals undergoing endoscopic procedures.	

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16	The stages of care and the roles of practitioners during endoscopic procedures.	
17	The needs of individuals and carers, including issues relating to dignity, confidentiality, and privacy.	
18	The role, responsibilities, needs, and relationships between individuals and carers.	
19	The services and assistance that the individual and their carers should be entitled to.	
20	The type of information that is most useful to individuals and their carers, their rights to obtain it, and how they can access it.	
21	How individuals and carers respond to endoscopic procedures.	
22	The use of drugs, including prophylactic antibiotics, during endoscopic procedures.	
23	The effects of specific medications, including risks, side effects, interactions, indications, and contra-indications.	
24	Who can prescribe drugs, and guidelines and procedures for medication.	
25	How to identify medications, and how to check their suitability.	
26	How to administer different medications, and modalities preferred by different groups.	
27	National and local policies and guidelines relating to the management and effective use of endoscopy resources.	
28	Organisational management structures, roles, and responsibilities.	
29	Procedures, protocols, and pathways for liaising with individuals, carers, practitioners, departments, and agencies.	
30	Record keeping systems and policies.	
31	How to provide feedback on services.	
32	The methods and procedures for referring individuals and for receiving referrals.	
33	The criteria and options for assessing and prioritising referrals and other referral actions.	
34	The practitioners and agencies normally involved in referrals, and sources of information on them.	
35	The types of referral enquiries that are received, and procedures for clarifying information.	
36	The procedures and methods relating to the co-ordination of inter-disciplinary and multi-disciplinary teams within and across services.	
37	The role of different types of practitioners and agencies in providing an endoscopy service.	
38	The services provided by relevant national, local, and voluntary social and health care agencies.	

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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	Respect the individual's rights and wishes relating to their consent, privacy, beliefs, and dignity.							
2	Provide support to the individual, and the carers they specify, to enable them to make informed choices throughout the preparations for the endoscopic procedure.							
3	Ensure health and safety measures are implemented at all times when preparing the individual.							
4	Confirm that the individual's identity and any other relevant information is consistent with the available records.							
5	Ensure that the individual has provided the necessary consent for the procedure and that it is correctly recorded.							
6	Check that the individual has complied with any preparation instructions.							
7	Enable the individual to ask questions and to seek clarification on any issues relating to the endoscopic procedure.							
8	Prepare the individual correctly according to the requirements of the endoscopic procedure being carried out.							
9	Provide assistance to the individual to prepare for the endoscopic procedure if requested.							
10	Ensure that personal articles are secured safely during the endoscopic procedure.							
11	Take prompt appropriate action in response to any problems which occur during the preparations.							
12	Keep accurate, legible, and complete records, and comply with all the relevant legal, professional, and organisational requirements and guidelines.							

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: .....