

FP0X 04 (CHS147) Administer oral nutritional products to individuals

About this Unit

This standard is intended to be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individuals own home and GP surgeries.

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

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit. ◆ The following forms of evidence ARE mandatory: ◆ 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, how you approach an individual to discuss the consent process, how you explain the process and provide guidance and encouragement. Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, discuss with your assessor/expert witness some common adverse reactions that might occur relating to the nutritional product and what action you would take.
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 administering oral nutritional products to individuals.	
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 importance of applying standard precautions to the administering nutrition and the potential consequences of poor practice.	
6 The hazards and complications which may arise during the administration of nutritional products and how you can minimise such risks.	
7 The importance of offering effective verbal and non-verbal support and reassurance to individuals, and appropriate ways of doing so, according to their needs.	
8 The importance of communicating effectively and how communication barriers/difficulties may be overcome.	
9 The factors which may compromise the comfort and dignity of individuals during the administration of nutritional products.	
10 The effects of common nutritional products relevant to the individuals condition.	
11 Nutritional products which demand for the measurement of specific physiological measurements and why these are vital to monitor the effects of the nutritional products.	
12 The common adverse reactions to nutritional products, how each can be.	
13 The common side effects of the nutritional product being used.	
14 The information which needs to be on the label of nutritional products, both prescribed and non-prescribed, and the significance of the information.	

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You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
15 The various aids to help individuals take their nutritional products.	
16 The types, purpose and function of materials and equipment needed for the oral administration of nutritional products.	
17 The factors which affect the choice of materials and equipment for the administration of nutritional products to individuals.	
18 How to read prescriptions/medication administration charts to identify: (a) the nutritional product required (b) the amount required (c) the time and frequency for administration	
19 How to prepare the nutritional product for administration using a non-touch technique.	
20 How you would check that the individual had taken their nutritional product.	
21 How you dispose of different nutritional products.	
22 The importance of correctly recording your activities as required.	
23 The importance of keeping accurate and up to date records.	
24 The importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff.	

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Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Apply standard precautions for infection prevention and control any other relevant health and safety measures.							
2	Check that all administration records or protocols are available, up to date and legible.							
3	Report any discrepancies or omissions you might find to the person in control of the administration and to relevant staff as appropriate.							
4	Read the administration record or information leaflet accurately, referring any illegible directions to the appropriate member of staff before administering any nutritional products.							
5	Check and confirm the identity of the individual who is to receive the nutritional products with the individual themselves, and your assistant (if applicable), using a variety of methods, before administering nutritional products.							
6	Check whether individual has taken any nutritional products recently and be aware of the appropriate timing of nutritional products.							
7	Obtain the individual's valid consent and offer information, support and reassurance throughout, in a manner which encourages their co-operation and which is appropriate to their needs and concerns.							
8	Select, check and prepare correctly the nutritional products according to the administration record or information leaflet.							
9	Safely administer the nutritional products: (a) following the written instructions and in line with legislation and local policies (b) in a way which minimises pain, discomfort and trauma to the individual							
10	Report any immediate problems with the administration.							
11	Check and confirm that the individual actually takes the nutritional products and does not pass nutritional products to others.							

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Performance Criteria	DO	RA	EW	Q	P	WT	PD
	12 Monitor the individual's condition throughout, recognise any adverse effects and take the appropriate action without delay.						
13 Clearly and accurately enter relevant information in the correct records.							
14 Maintain the security of nutritional products throughout the process and return it to the correct place for storage.							
15 Monitor and rotate stocks of nutritional products, maintain appropriate storage conditions and report any discrepancies in stocks immediately to the relevant staff.							
16 Dispose of out of date and part-used nutritional products in accordance with legal and organisational requirements.							
17 Return nutritional products administration records to the agreed place for storage and maintain the confidentiality of information relating to the individual at all time.							

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: