

HSC230 Manage environments and resources during clinical activities (Level 2)

Elements of Competence

- HSC230a Prepare environments and resources for use during clinical activities
- HSC230b Monitor and manage the environment and resources during and after clinical activities

About this unit

For this unit you need to be able to prepare environments and resources so that they are ready for designated clinical activities and manage the immediate environment and resources used during clinical activities that either you perform yourself or that are led by a registered practitioner. You will be responsible for managing the environment and resources so that they are kept in an effective state while the procedure is taking place, and for reinstating the resources after the event.

Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Environmental conditions include: temperature; humidity; ventilation; general and directional light levels.

Procedure can be: routine; specialist

Resources could be: fixed items of equipment; portable items of equipment; consumables; disposable items (e.g. gowns); sterile packs; individual positioning aids; notes

Waste includes: general waste; clinical waste; sharps

Standard precautions and health and safety measures including handwashing/cleansing before during and after the activity; the use of **personal protective clothing** and **additional protective equipment**; handling **contaminated** items; disposing of waste; safe moving and handling techniques and untoward incident procedures.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice applicable to your job; your work activities; the job you are doing (e.g. domiciliary, residential care, hospital settings) and the individuals you are working with.

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement¹, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. They can be found in the principles of care unit HSC24. To achieve this unit you must demonstrate that you have applied the principles of care outlined in unit HSC24 in your practice and through your knowledge.

This unit is directly transferable to Health national occupational standards

¹ The key purpose identified for those working in health and social care settings is "to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care" D4.7 level 2

Key Words and Concepts

This section provides explanations and definitions of the key words and concepts used in this unit. 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. **Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

Additional protective equipment Contaminated

Types of personal protective equipment such as visors, protective eyewear and radiation protective equipment

Includes items contaminated with body fluids, chemicals or radionucleatides.
Any pack/item opened and not used should be treated as contaminated.

Monitor

Monitoring refers to the routine maintenance of effective functioning, but does not include carrying out repairs to equipment

Needs of the individuals

Relating to individual characteristics that influence choice and set up of equipment and other resources (e.g. mobility, protection from radiation etc.)

Personal clothing and fashion items

Outer clothes worn from home to work, jewellery, acrylic nails, nail varnish and false eyelashes

Personal protective clothing

Items such as plastic aprons, gloves - both clean and sterile, footwear, dresses, trousers and shirts and all in one trouser suits.
These may be single use disposable clothing or reusable clothing

Standard precautions and health and safety measures

A series of interventions which will minimise or prevent infection and cross infection; including handwashing/cleansing before during and after the activity and the use of personal protective clothing and additional protective equipment when appropriate

HSC230a Prepare environments and resources for use during clinical activities

Performance Criteria

You need to show that,

1. you gather together all essential resources in advance of the procedure
2. you check and confirm that all resources are in a suitable, safe condition for the procedure to be carried out
3. you dispose of any damaged or out of date items in an appropriate safe place in accordance with local procedures
4. you handle resources safely, correctly and hygienically
5. you set up and prepare resources in the appropriate manner and time for the activity to be carried out and the needs of the individual
6. you confirm that sufficient and necessary forms for record taking are available for immediate use
7. you correctly apply standard precautions and other relevant health and safety measures appropriate to the setting and the procedure
8. you make sure that environmental conditions within the immediate environment are set to appropriate levels to maintain individual comfort throughout the procedure
9. you position the equipment:
 - correctly for the requirements of the procedure
 - to reduce risks
10. you promptly investigate any problems with the environment and resources and report any which you cannot solve to the relevant person to deal with them

HSC230b **Monitor** and manage the environment and resources during and after clinical activities

Performance Criteria

You need to show that,

1. you apply **standard precautions** for infection control and take other appropriate **health and safety measures**
2. you operate equipment:
 - correctly for the procedure concerned
 - safely and in a manner that is consistent with manufacturers' instructions and local procedures
3. you handle all resources in a safe manner, consistent with infection control techniques and other statutory requirements appropriate to the procedure and setting
4. you regularly **monitor** environmental conditions and maintain them at the correct levels to ensure individual comfort and as required by the procedure
5. you monitor the operation of equipment regularly and confirm it is in good working order

6. where faults or breakdowns occur in equipment during use, you take appropriate action to remedy or minimise damage to resources and ensure the safety of the individual
7. you monitor consumable materials used in the clinical activity correctly and safely, and replenish and replace in accordance with protocols
8. you clean fixed items effectively after use with the appropriate materials
9. you return re-opened unused and surplus resources to the correct location for storage
10. you clean re-useable items effectively after use and make them safe prior to sterilisation
11. you handle and dispose of wastes and by-products in a safe manner using the correct, designated waste routes
12. you deal promptly safely and effectively with any problems that are within your scope of practice
13. you report any problems with resources or the environment that you cannot solve to the relevant person to deal with them
14. you produce accurate, legible and complete records of maintenance activities

Knowledge Specification for the whole of 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 show that you know, understand and can apply in practice:

Values

1. a working understanding of the policies and guidance which clarify your scope of practice and the relationship between yourself and the practitioner in terms of delegation and supervision

Legislation and organisational policy and procedures

2. a factual awareness of the current European and national legislation, national guidelines and local policies and protocols which affect your work practice in relation to:
 - health, safety and infection control
 - the handling of equipment and other resources
 - accountability and responsibility for checking, monitoring and managing equipment and other resources, including vicarious liability
3. a working understanding of your responsibilities under the current European and national legislation, local policies and protocols on your actions within the care environment

4. Theory and practice

5. a working understanding of the importance of wearing protective clothing when dealing with hazardous substances, the type of personal protective equipment which should be used and how to use it effectively
6. a working understanding of the different types of waste and by-products generated by the activity and the appropriate methods of handling and disposal for each
7. a working understanding of the importance of following standard precautions relevant to the clinical activity and the protective clothing which may be worn for the individual's and your protection
8. a working understanding of the potential consequences of poor practice in relation to the application of standard precautions
9. a working understanding of what is and is not a sterile field and how the correct level of cleanliness may be achieved for the clinical activity, the client and the setting
10. a factual awareness of why it is necessary for actions to be taken relating to the control of infection
11. a working understanding of your role and the importance of working within your own sphere of competence
12. a working understanding of the roles and responsibilities of other team members
13. a working understanding of the importance of selecting and preparing

resources according to the individual's plan of care

14. a working understanding of the importance of having all resources ready before starting the procedure

Materials and equipment

15. a working understanding of the essential resources required for the activity including any **personal protective clothing** needed for yourself and/or the individual
16. a working understanding of the clinical activity to be undertaken and the importance of preparing and setting out essential resources safely and efficiently
17. a working understanding of the types of essential resources which are sensitive to environmental changes and how this affects their storage and use
18. a factual awareness of the nature and function of equipment used and how to check whether or not it is functioning correctly
19. a working understanding of how to set up and prepare equipment including any adjustments which are specific to an individual's needs
20. a working understanding of the procedures to be performed and the equipment and materials to be used that relate to these
21. a working understanding of the importance of ensuring consumables of the correct quality and quantity are available throughout the activity
22. a working understanding of the operational characteristics of equipment and materials used and how to recognise when they are not of the required quality

Care and support

23. a factual awareness of the environmental conditions appropriate for the type of clinical activity to be undertaken
24. a factual awareness of how to adjust environmental conditions in order to maintain the individual's comfort

Techniques and procedures

25. a working understanding of the procedures and techniques associated with the preparation of the environment and resources for use during the clinical activity
26. a working understanding of the procedure to be followed and the environmental conditions and resources which it requires
27. a working understanding of the importance of handling resources safely and correctly and how to do so
28. a factual awareness of the methods for ensuring all resources to be used during the clinical activity (including electrical equipment) are in a suitable and safe condition and the extent of your responsibility for this, in line with local health and safety guidelines
29. a working understanding of what procedures you are permitted to undertake when problems arise with equipment or resources and when you must refer the problem to others
30. a working understanding of the relevant person to whom you should refer problems with the environment and/or resources

31. a factual awareness of the correct procedure for reporting problems or faults with resources
32. a working understanding of possible sources of infection
33. a working understanding of what actions you should take during and after a procedure to control the risks of infection
34. a working understanding of how to confirm that equipment (including electrical) is safe for use - and the extent of the worker's responsibility for this, in line with local health and safety guidelines
35. a working understanding of methods of controlling infection
36. a working understanding of methods for safely handling instruments, equipment and materials
37. a working understanding of how the correct level of cleanliness may be maintained
38. a working understanding of the correct way to store instruments and equipment used in the procedure
39. a working understanding of the procedures for packing used instruments
40. a working understanding of methods used to replenish, maintain and clean equipment and why it is important to regularly replenish and replace supplies
41. a factual awareness of the optimum frequencies at which monitoring of resources should take place

Records and documentation

42. a working understanding of the types of records and documentation which may be required for the clinical activity and how they should be prepared
43. a working understanding of the importance of immediately reporting any issues which are outside your own sphere of competence without delay to the relevant member of staff
44. a working understanding of the types of information that must be recorded within maintenance documentation and the importance of completing it as near as contemporaneously as possible
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