

## **HSC33 Reflect on and develop your practice (Level 3)**

### **Elements of Competence**

**HSC33a** Reflect on your practice

**HSC33b** Take action to enhance your practice

### **About this unit**

For this unit you need to reflect on, evaluate and take action to enhance your own knowledge and practice.

### **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.

**Constructive feedback** could be communicated: verbally; in written form; electronically; in other forms of communication. With individuals and key people communications should use the individual's preferred spoken language; the use of signs; symbols; pictures; writing; objects of reference; communication passports; other non verbal forms of communication; human and technological aids to communication.

**Development opportunities** include: training; educational programmes; coaching; personal and professional support.

**Key people** include: family; friends; carers; others with whom the individual has a supportive relationship.

**Supervision and support** could be: formal; informal; provided from within your organisation; provided from outside your organisation.

Your **knowledge and understanding** for this unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (e.g. whether you have responsibility to support the work of others); the individuals, key people in their lives and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

### **Values underpinning the whole of the unit**

The values underpinning this unit have been derived from the key purpose statement<sup>1</sup>, 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. If you are working with children and young people they can be found in the principles of care unit HSC34. If you are working with adults they can be found in HSC35. To achieve this unit you must demonstrate that you have applied the principles of care outlined in either unit HSC34 or HSC35 in your practice and through your knowledge.

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<sup>1</sup> 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"

## 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.**

<b>Constructive feedback</b>	Comments about your strengths or areas that need developing, they are useful for improving your practice
<b>Development opportunities</b>	Opportunities that enable you to develop and practice more effectively
<b>Individuals</b>	The actual people requiring health and care services. Where individuals use advocates and interpreters to enable them to express their views, wishes or feelings and to speak on their behalf, the term individual within this standard covers the individual and their advocate or interpreter
<b>Key people</b>	Are those people who are key to an individual's health and social well-being. These are people in the individual's life who can make a difference to their health and well-being
<b>Others</b>	Are other people within and outside your organisation that are necessary for you to fulfil your job role
<b>Personal and professional development</b>	Knowledge and practice of any type that will enable you to develop within your job role both as a person and as a practitioner
<b>Practice</b>	Practice covers every aspect of the work you do including your skills, knowledge, attitudes and behaviour. It also involves experiences and personal beliefs that might affect your practice
<b>Reflect</b>	This is the process of thinking about every aspect of your practice including identifying where and how it could be improved
<b>Rights</b>	The rights that individuals and key people have to: <ul style="list-style-type: none"><li>• be respected</li><li>• be treated equally and not be discriminated against</li><li>• be treated as an individual</li><li>• be treated in a dignified way</li><li>• privacy</li><li>• be protected from danger and harm</li><li>• be cared for in a way that meets their needs, takes account of their choices and also protects them</li><li>• access information about themselves</li><li>• communicate using their preferred methods of communication and language</li></ul>

### **HSC33a** Reflect on your own practice

#### **Performance Criteria**

You need to show that,

1. you analyse and **reflect** on what is required for competent, effective and safe **practice**, and provide **active support** for **individuals** and **key people**
2. you continually monitor, evaluate and reflect on:
  - your knowledge and skills
  - your attitudes and behaviour
  - any experiences and personal beliefs that might affect your work
  - how well you practice and what could be improved
  - the processes and outcomes from your work
3. you seek **constructive feedback** to enable you to develop your practice, from:
  - individuals
  - key people
  - **others** with whom you work or have contact within your work
  - your supervisors
4. you identify any actions you need to take to develop and enhance your practice

### **HSC33b** Take action to enhance your practice

#### **Performance Criteria**

You need to show that,

1. you identify the supervision and support systems available to you within and outside your organisation
2. you seek and use appropriate supervision and support to reflect on and identify ways to enhance your practice
3. you prioritise aspects of your practice that need to be enhanced
4. you take action, with supervision and support, to access **development opportunities** that will enhance your knowledge and practice
5. you review:
  - how well the development opportunities meet your practice needs
  - in what ways your practice has been improved by the development opportunities
6. you use supervision and support to continually assess the implications from any development opportunity on your continuing **personal and professional development** needs
7. you keep up-to-date records of your personal and professional development, within confidentiality agreements and according to legal and organisational requirements

## **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. legal and organisational requirements on equality, diversity, discrimination and **rights** when working with individuals and others to improve your knowledge and practice
2. dilemmas and conflicts that you may face in your practice

### **Legislation and organisational policy and procedures**

3. codes of practice and conduct, and standards and guidance relevant to your own role and the roles, responsibilities, accountability and duties of others about personal and professional development
4. current local, UK and European legislation, and organisational requirements, procedures and practices for accessing training and undertaking personal and professional development activities
5. the purpose of, and arrangements for, your supervision and appraisal

### **Theory and practice**

6. how and where to access information and support on knowledge and best practice relevant to your area of work, the individuals and key people with whom you work and the skills and knowledge you need to practice effectively
7. principles underpinning personal and professional development and reflective practice
8. how to work in partnership with individuals, key people and others to enable you to develop and enhance your knowledge and practice
9. development opportunities that can enhance your practice
10. lessons learned from inquiries into serious failure of health and social care practice, and from successful interventions
11. approaches to learning that will allow you to transfer your knowledge and skills to new and unfamiliar contexts