

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Certificate in Safe and Effective Practice (Northern Ireland)**

**610/4846/X**

###### SEG Awards Level 2 Certificate in Safe and Effective Practice (Northern Ireland)

## Centre Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**J/651/3970 Standards and Values Underpinning Social Care Practice - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Outline the role of the regulatory body with responsibility for the registration of Social Care Workers  **1.2** Summarise the Standards of Conduct and Practice associated with the registration of Social Care Workers  **1.3** Explain why adherence to the Standards is essential  **1.4** Identify possible consequences of non-adherence |  |  |  |  |
| **2.1** Define the values that underpin Social Care Practice  **2.2** Explain what is meant by a person centred approach and why it is important in Social Care  **2.3** Outline how using a person centred approach can promote an individual’s sense of identity and self-esteem  **2.4** Describe examples of how person-centered values are practised |  |  |  |  |

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**K/651/3971 Understanding Safeguarding in Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Define the following types of abuse  • Physical abuse  • Sexual violence and abuse  • Emotional / psychological abuse  • Financial abuse  • Neglect (self and others)  • Exploitation  • Domestic violence and abuse  • Human trafficking / modern slavery • Hate crime  **1.2** Identify signs and indicators often associated with each type of the above abuse |  |  |  |  |
| **2.1** Describe actions to take in your role, if there are suspicions that an individual is being abused  **2.2** Describe actions to take in your role, if an individual alleges that they are or have been abused  **2.3** Outline ways to ensure that evidence of suspected abuse is preserved |  |  |  |  |
| **3.1** Describe what is meant by ‘restrictive practices’  **3.2** Summarise key principles, organisational policies & procedures that inform the use of restrictive practices in Social Care  **3.3** Outline examples of situations where restrictive practices might need to be used |  |  |  |  |
| **4.1** Describe unsafe practices that may affect the well-being of individuals  **4.2** Outline actions to take in your role in relation to unsafe practices  **4.3** Define the term whistleblowing  **4.4** Describe the responsibilities of the Social Care Worker in relation to whistleblowing |  |  |  |  |
| **5.1** Identify legislation, policies and procedures relating to an individual’s capacity  **5.2** Define the term informed consent  **5.3** Describe the importance of establishing informed consent when providing care and support  **5.4** Outline ways to obtain informed consent  **5.5** Describe the steps to be taken if informed consent cannot be obtained |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**L/651/3972 Safe Moving and Positioning of Individuals in Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify policies, procedures, and guidelines in relation to moving and assisting individuals  **1.2** Describe health and safety considerations in relation to moving and positioning individuals  **1.3** Identify sources of information and support in relation to moving and positioning individuals  **1.4** Describe ways to maintain dignity when moving and positioning individuals  **1.5** Identify specific health conditions and ways in which they may impact on the moving and positioning of individuals |  |  |  |  |
| **2.1** Prepare the environment to ensure the safe moving and positioning of an individual  **2.2** Communicate effectively with the individual throughout the task, encouraging their active participation  **2.3** Move and position the individual using the agreed ways of working |  |  |  |  |
| **3.1** Describe unsafe practices in moving and positioning that may affect the well-being of individuals  **3.2** Explain actions to take in your role, in relation to unsafe practices in moving and positioning individuals |  |  |  |  |

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**M/651/3973 Environmental Health and Safety in Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify hazardous substances and materials that may be found in the work setting  **1.2** Describe safe practices in relation to each of the following:  • Storage of hazardous substances  • Use of hazardous substances  • Disposal of hazardous substances and materials |  |  |  |  |
| **2.1** Outline workplace fire safety procedures and your role within them  **2.2** Describe practice that prevents fires from:  • Starting  • Spreading |  |  |  |  |
| **3.1** Identify legislation in relation to infection prevention and control  **3.2** Outline organisational policies and procedures for the prevention and control of infection  **3.3** Identify the ways an infective agent might enter the body  **3.4** Demonstrate the recommended method for hand washing  **3.5** Outline the potential impact of an outbreak of infection on both the individual and the organisation  **3.6** Describe best practice to reduce the spread of infection  **3.7** Identify poor practices that may lead to the spread of infection |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**R/651/3974 Understand Safe Medication Practice in Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify legislation that covers the use of medication in Social Care settings  **1.2** Identify key guidance and standards that covers the use of medication in Social Care settings  **1.3** Explain why it is important to adhere to legislative and guidance requirements  **1.4** Outline the legal classification system for medication |  |  |  |  |
| **2.1** Describe common types of medication used in Social Care settings and their purpose  **2.2** Outline possible changes to an individual’s physical or mental well-being that may indicate adverse reactions to common types of medication  **2.3** Identify what actions should be taken if an adverse reaction is recognised  **2.4** Explain when and how to access further information and support about the use of medication  **2.5** Explain the routes by which medication can be administered |  |  |  |  |
| **3.1** Explain why it important to follow:  • Care and Support plans  • Policies and Procedures  **3.2** Describe the role and responsibility of a Social Care worker in the use of medication in a Social Care setting  **3.3** Explain the importance of the following principles of care in the use of medication:  • Consent  • Self-medication or active Participation  • Dignity and privacy  • Confidentiality  • Team work  • Risk assessment |  |  |  |  |
| **4.1** Identify others who has a role and responsibility in the use of medication in a Social Care setting  **4.2** Describe the roles and responsibilities of those identified in AC 4.1 in the use of medication in Social Care settings |  |  |  |  |
| **5.1** Identify process for ordering, receiving and recording supplies of medication in a Social Care setting  **5.2** Describe how to store medication safely in a Social Care setting  **5.3** Describe how and when to dispose of unused or unwanted medication safely in a Social Care setting |  |  |  |  |
| **6.1** Identify steps to take in advance of administering medication  **6.2** Identify the 7 steps to administering medication  **6.3** Describe how to accurately record administration of medication including: any changes or an individual related to it  **6.4** Describe how to maintain the security of medication records  **6.5** Identify steps to take following the administration of medication |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**T/651/3975 Safe Food Handling and Dysphagia Awareness in Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Identify potential food safety hazards when engaging in food handling  **1.2** Identify personal hygiene practices when engaging in food handling, in relation to:  • Personal Presentation  • Hand Washing  • Cuts or Wounds  • Personal Illness  **1.3** Explain the importance of maintaining good personal hygiene practices when engaging in food handling  **1.4** Explain the importance of keeping food handling work surfaces and equipment clean and tidy |  |  |  |  |
| **2.1** Explain the importance of following safe food handling practices for:  • Preparing  • Cooking  • Reheating Food  **2.2** Describe practices for storing different types of food safely  **2.3** Explain the importance of following safe practices in the disposal of food waste  **2.4** Describe the potential consequences of not following safe food practices |  |  |  |  |
| **3.1** Define what is meant by dysphagia  **3.2** Identify signs that could indicate: • A swallowing difficulty  • A change in a pre-existing swallowing difficulty  **3.3** Identify risks associated with dysphagia  **3.4** Outline health conditions often associated with dysphagia |  |  |  |  |
| **4.1** Outline the key aspects of each level of the International Dysphagia Diet Standardisation Initiative (IDDSI) Framework  **4.2** Describe safe swallowing procedures at mealtimes including:  • Positioning  • Alertness  • Textures  • Help  **4.3** Describe reporting and recording responsibilities associated with own job role, in relation to dysphagia related incidents  **4.4** Describe assessment documents for individuals that should be followed if an individual has swallowing difficulties |  |  |  |  |

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Notes to learners – this checklist is to be completed, to show that you have met all the mandatory and required optional units for the qualification.

**Y/651/3976 Emergency First Aid in Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Outline the role and responsibilities of an emergency first aider  **1.2** Outline the need for consent to provide emergency first aid  **1.3** Describe the first aid equipment available within a Social Care Work setting  **1.4** Describe how to minimize the risk of infection and injury to self and others |  |  |  |  |
| **2.1** Outline how to conduct a scene survey to ensure the safety of self and others  **2.2** Describe how to make a primary survey of an individual  **2.3** Outline when and how to call for appropriate assistance |  |  |  |  |
| **3.1** Demonstrate how to assess a casualty’s level of consciousness  **3.2** Demonstrate how to check a casualty’s airway and breathing  **3.3** Explain why it is important to place an individual casualty into the recovery position that maintains an open airway  **3.4** Demonstrate placing an unconscious individual into the recovery position that maintains an open airway  **3.5** Outline how to treat a casualty who is having a seizure |  |  |  |  |
| **4.1** Demonstrate how to administer effective Cardiopulmonary Resuscitation (CPR) using a manikin  **4.2** Describe how to apply and use automated external defibrillation equipment |  |  |  |  |
| **5.1** Identify when choking is:  • Mild  • Severe  **5.2** Demonstrate how to assist an individual who is choking  **5.3** Outline the aftercare necessary for an individual post choking |  |  |  |  |
| **6.1** Identify signs and symptoms of a stroke  **6.2** Demonstrate how to assist an individual who is having a potential stroke |  |  |  |  |
| **7.1** Identify potential causes of chest pain  **7.2** Demonstrate how to assist an individual who is experiencing chest pain  **7.3** Outline the importance of establishing if the individual with chest pain has prescribed angina medication |  |  |  |  |
| **8.1** Demonstrate how to control both mild and severe external bleeding  **8.2** Outline when and how to call for appropriate assistance |  |  |  |  |
| **9.1** Describe signs, symptoms and the potential impact of shock  **9.2** Demonstrate how to administer emergency first aid to an individual who is potentially in shock |  |  |  |  |
| **10.1** Demonstrate how to care for an individual with each of the following: • Small cuts, grazes and bruises  • Minor burns and scalds  • Small splinters and minor irritations  **10.2** Outline when and how to seek further appropriate assistance |  |  |  |  |

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