

**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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**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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**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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