

**Learner Unit Achievement Checklist**

**SEG Awards Level 2 Diploma in Health and Social Care (Northern Ireland)**

**610/5273/5**

###### SEG Awards Level 2 Diploma in Health and Social Care (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 is 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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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.

**H/651/4680 Understand Communication Recording and Information Sharing in Health and Social Care Services - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| * 1. Explain the importance of effective communication with:   • Individuals  • Colleagues  • Others  **1.2** Explain how effective communication supports partnership working  **1.3** Identify at least one barrier to communication from each of the following categories and describe how to overcome each of the identified barriers:  • Personal  • Linguistic  • Cultural  • Environmental |  |  |  |  |
| **2.1** Identify legislation and organisational policies and procedures that govern recording and sharing information.  **2.2** Explain the terms  • Data protection  • Confidentiality  **2.3** Describe your responsibilities in order to adhere to agreed ways of working in relation to  • Data protection  • Confidentiality  **2.4** Explain the principles of good record keeping in health and social care.  **2.5** Describe two examples of when and how to seek advice or guidance in relation to confidentiality and / or record keeping.  **2.6** Explain own responsibilities in relation to an individual or others making a complaint |  |  |  |  |

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**J/651/4681 Implementing Values-led Practice in a Health and Social Care Context - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate how to access information about an individual’s care / support, using their care/ support plan, risk assessment(s) and agreed ways of working  **1.2** Establish with the individual the appropriate level and type of support / care, in accordance with their needs and wishes  **1.3** Demonstrate how to obtain consent for an activity or action, in accordance with the individual’s care/ support plan  **1.4** Explain actions to take if consent cannot be readily secured  **1.5** Explain how and when to access support and guidance in order to deal with conflicts that may arise when providing care / support for individuals |  |  |  |  |
| **2.1** Demonstrate person-centred values when implementing an individual’s care / support plan  **2.2** Interact with the individual in ways that respect their equality and diversity  **2.3** Demonstrate interactions with the individual that are empathetic and support a positive sense of identity and self-esteem |  |  |  |  |
| **3.1** Demonstrate the use of appropriate verbal and non-verbal communication when communicating with individuals, in accordance with their needs, wishes and preferences  **3.2** Demonstrate how to reduce barriers to communication  **3.3** Demonstrate ways to check that communication has been understood |  |  |  |  |
| **4.1** Ensure that records comply with legal and organisational requirements  **4.2** Maintain accurate, complete, retrievable and up to date records, in accordance with agreed ways of working  **4.3** Demonstrate confidentiality in day-to-day communication and record keeping, in line with agreed ways of working  **4.4** Contribute to the ongoing monitoring and review of the care / support plan  **4.5** Demonstrate the appropriate and safe use of digital communication systems |  |  |  |  |

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**K/651/4682 Adhering to Health and Safety Requirements in a Health and Social Care Context - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Demonstrate how to identify risks or difficulties in the environment that may be associated with an agreed activity or action  **1.2** Demonstrate how to prepare the environment, equipment or resources to be used during an agreed activity or action, in order to minimise risk and maximise the individual’s active participation and independence |  |  |  |  |
| **2.1** Implement measures to protect own safety and security and the safety and security of others, in own work environment  **2.2** Adhere to fire safety requirements in own work environment  **2.3** Move and handle equipment, objects or loads safely and in accordance with agreed ways of working  **2.4** Demonstrate safe practices for storing, using and disposing of hazardous substances |  |  |  |  |
| **3.1** Demonstrate effective hand hygiene using appropriate products and methods  **3.2** Demonstrate good hygiene practice in relation to own role and responsibilities  **3.3** Use personal and protective equipment, as appropriate for an agreed activity or action  **3.4** Demonstrate how to ensure the safe disposal of waste materials, in order to avoid the spread of infection or cross-contamination |  |  |  |  |

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**L/651/4683 Continuing Professional Development and Reflective Practice in Health and Social Care - Mandatory Unit**

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| Assessment Criteria | Evidence (Brief description/title) | Portfolio Reference | Date Completed | Comment |
| **1.1** Explain why it is important to adhere to the agreed scope of own job role  **1.2** Access full and up to date details of agreed ways of working  **1.3** Outline own responsibilities when you become aware of changes in an individual’s needs or risks that may require support beyond the agreed scope of own job role |  |  |  |  |
| **2.1** Define the term ‘reflective practice’  **2.2** Explain the importance of reflective practice and CPD  **2.3** Identify ways to engage in reflective practice in order to support own development |  |  |  |  |
| **3.1** Provide access to records that demonstrate engagement in CPD in order to meet organisational and job role requirements  **3.2** Provide access to a record of a current development plan to support own CPD |  |  |  |  |
| **4.1** Reflect on an aspect of recent learning in order to describe its impact on:  • Your own development  • Individuals or others  **4.2** Use examples from your work environment in order to reflect on how your own practice:  • Has improved  • May need to improve |  |  |  |  |

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