

Apply risk management

Trainee assessment portfolio

23393 V1 Level 4 Credit 4

Apply risk management plan for a person in a health, disability, or community setting.

Name

NZQA number

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Important information for trainees

People assessed as competent in this unit standard are able to:

- Interpret a risk management plan (RMP) for a person in a health, disability or community setting.
- Implement a RMP for a person in a health, disability or community setting.
- Evaluate the effectiveness of the RMP as part of the person's multidisciplinary team (MDT) for a person in a health, disability, or community setting.

Special notes

- 1 The performance of all elements of this unit standard must comply with any relevant cultural or legislative requirements including the rights and responsibilities of people receiving services or supports as outlined in the Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996.
- 2 In this sector, support given to a person should be given in a manner that maximises the independence of that person. Support must be appropriate to the needs of the person and utilise existing strengths and, wherever possible, optimise the use of the local community. Performance of the elements of this unit standard must fit within these broad parameters.
- 3 This unit standard **cannot be assessed against in a simulated environment**. It is required that people seeking credit for this unit standard demonstrate competence and be assessed in the workplace. This can be through paid or unpaid employment, or in placements in a service provider workplace negotiated by an education provider.
- 4 An ability to integrate theory with practise in the workplace must be demonstrated. This will call for a variety of modes of assessment and forms of evidence to show consistency of performance across a range of situations.
- 5 Evidence of competence must be presented for a minimum of one RMP implementation. The RMP must be based upon an actual example from within an organisation. The support worker is not expected to develop the RMP or complete the evaluation of the RMP. Support workers are expected to contribute and to report on the evaluation of the implementation of the RMP as part of an MDT.
- 6 In the context of this unit standard a person's MDT may include consumers, significant family and/or whanau members, advocates, service providers, health professionals, and educators.

- 7 Definitions:
 - a **Organisation's policies and procedures** are the policies and procedures of the employing organisation of the employee and include ethical codes, standards, and requirements of any other organisations involved.

References

- Careerforce workbook—23393v1 Apply risk management.
- Organisation's policies and procedures.

This trainee assessment portfolio contains

- Important information.
- Assessment tasks.
- Workplace verification.
- Feedback form.
- Assessment record sheet.

Instructions

- From approximately mid 2008 you will have the option of completing the assessment tasks online at www.careerforce.org.nz/assessment.
- Attach all written material to this trainee assessment portfolio.
- In some work situations it may not be possible to carry out the practical application(s) required for observations. If that is the case, you are required to produce a written/oral response.
- Read through the checklists for the workplace verification tasks; if you can confidently tick all the boxes then you are ready to be assessed.
- Your performance of the activities needs to be completed in a professional manner which shows the assessor/verifier that you have a full understanding of all that is involved. The assessor/verifier may require you to perform the tasks on more than one occasion to ensure that you have demonstrated sufficiency of performance.
- Please give this trainee assessment portfolio to your assessor so feedback and comments can be provided.
- On completion the results will be processed and sent to Careerforce for registering on the National Qualifications Framework.
- Should you require assistance with any aspect of the assessment, please discuss this with your assessor.

Activity	Description	Unit Standard
Workplace verification Task one (Grey)	Interpreting, implementing, and evaluating the effectiveness of an RMP.	Element 1 Element 2 Element 3

Workplace verification

Task one—Interpreting, implementing, and evaluating the effectiveness of an RMP.

Notes

- 1 This workplace verification needs to be completed in accordance with the organisation’s policies and procedures.
- 2 The trainee must demonstrate awareness of the holistic components involved in supporting a consumer in their unique environment.
- 3 For moderation purposes please ensure that evidence of observations is included when this task is completed and kept for moderation (for example, diagrams, photographs, facility plan).

The workplace verification for this assessment requires you to work with members of your consumer’s multidisciplinary team (MDT). Special note 6 lists the people who may be involved in the MDT.

You are required to be part of a multi disciplinary team who are interpreting, implementing and evaluating a risk management plan.

Your involvement in this RMP will be observed by a verifier who will complete a checklist for you.

You need to identify a person from the MDT who can act as a verifier of the information required in the checklist.

Ask your verifier to read the instructions which follow and complete the checklist as you participate in the MDT during the interpretation, implementation, and evaluation of the effectiveness of the risk management plan.

Complete in writing or orally the following information:

Who are the members of the multidisciplinary team you are working with for this RMP?

Who is going to act as the verifier and what is their involvement in the MDT? (That is, their title or status, for example family friend, advocate, manager, supervisor.)

Additional note:

Where possible, a copy of the risk management plan should be attached to this assessment. This document will be used by the assessor who will be confirming the outcomes given in the checklist completed by your verifier.

Where possible, a copy of the organisation’s policies and procedures covering implementation of risk management plans should be attached as supporting evidence.

Instructions to verifier
<p>The trainee is participating in the interpretation, implementation, and evaluation of the effectiveness of a risk management plan.</p> <p>As a person who was either a participant or an observer during the process you are asked to complete the following checklist for the situation where you observed the trainee and their involvement.</p> <p>Please circle Yes or No in the checklist. Where you have had to make a No response please add a brief comment explaining why this is the case.</p> <p>There is one instance in the checklist where you will need to provide supporting evidence (notes made) of conversations during the evaluation process. If minutes were taken during the evaluation, a copy of the minutes meets this requirement.</p> <p>Please make an overall comment which summarises your analysis of the involvement of the trainee in the process of interpreting, implementing, and evaluating the effectiveness of a risk management plan.</p> <p>Complete the Verification Checklist.</p>

Verification checklist

<p>Trainee name:</p> <p>Brief statement regarding the context of the risk management plan:</p>
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Questions	Yes	No								
<p>Was the support worker’s interpretation of the risk management plan consistent with that of the multidisciplinary team for all of the following? (1.1)</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Context</td> <td><input type="checkbox"/> Risks identified</td> </tr> <tr> <td><input type="checkbox"/> Risk analysis</td> <td><input type="checkbox"/> Risk evaluation</td> </tr> <tr> <td><input type="checkbox"/> Risk management strategies</td> <td><input type="checkbox"/> Consultation process</td> </tr> <tr> <td><input type="checkbox"/> Communication processes</td> <td><input type="checkbox"/> Monitoring systems</td> </tr> </table>	<input type="checkbox"/> Context	<input type="checkbox"/> Risks identified	<input type="checkbox"/> Risk analysis	<input type="checkbox"/> Risk evaluation	<input type="checkbox"/> Risk management strategies	<input type="checkbox"/> Consultation process	<input type="checkbox"/> Communication processes	<input type="checkbox"/> Monitoring systems	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/> Risk management strategies	<input type="checkbox"/> Consultation process									
<input type="checkbox"/> Communication processes	<input type="checkbox"/> Monitoring systems									
If no, why?										
<p>Did the trainee participate in the implementation of the risk management plan for the consumer in a manner that met all the requirements of that plan and was this in accordance with the organisation’s policies and procedures. (2.1) (2.2)</p>	<input type="checkbox"/>	<input type="checkbox"/>								
If no, why?										
<p>Was the implementation of the risk management plan documented according to the organisation’s policies and procedures? (3.1)</p>	<input type="checkbox"/>	<input type="checkbox"/>								
If no, why?										
<p>A copy of the organisation’s policies and procedures is attached Yes/No (please circle one)</p>	<input type="checkbox"/>	<input type="checkbox"/>								
If no, why?										

Questions	Yes	No
<p>During the evaluation of the effectiveness of the management plan by the multidisciplinary team, was the trainee involved in evaluating all of the following? (3.1) (3.2)</p> <p> <input type="checkbox"/> Documentation <input type="checkbox"/> Recommendations <input type="checkbox"/> Observations <input type="checkbox"/> Rationale for the recommendations <input type="checkbox"/> Feedback from the consumer </p> <p>Brief record of contributions or minutes attached:</p> <p>Documentation:</p> <p>Observations:</p> <p>Recommendations:</p> <p>Rationale for the recommendations:</p> <p>Feedback from the consumer:</p>	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		
Did the trainee consider feedback from the consumer when evaluating the RMP? (3.2)	<input type="checkbox"/>	<input type="checkbox"/>
If no, why?		

Overall comment:

I verify that the above tasks were completed by the candidate.

Verifier's name:	Verifier's position:
Signature:	Date of observation:

Trainee performance (completed by your assessor)			
Task one	Date	<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment	Date	<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Comments			

Trainee demonstrated competent and consistent performance and the demonstrations were based upon ongoing observation of the trainee during the performance of normal duties.

Assessor's name	Assessor number
Signature	Date

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Assessment record sheet

Trainee information			
Name			
Employer			
NZQA/NSI number (ROL)		Date of birth	

Trainee statement of authenticity			
I hereby state that the evidence submitted for assessment is my own work.			
Signature		Date	

Trainee performance summary (completed by assessor)			
Assessment tasks			
Task one		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Workplace verification			
Task two		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit
Reassessment		<input type="checkbox"/> No credit	<input type="checkbox"/> Credit

Comments/feedback to trainee			

Assessment result (completed by assessor)			
I have assessed the trainee and confirm			
<input type="checkbox"/> The requirements have been met to achieve competency in U/S 23393 V1.			
<input type="checkbox"/> Further evidence is required to achieve competency.			
Name	Assessor number		
Signed	Date		

On completion of the unit standard one copy of this assessment record sheet must be given to the trainee for their records and another copy sent to Careerforce so the credit can be registered on the NQF.

Quality Assurance Manager
Careerforce Ltd.
PO Box 25 255
Christchurch 8144