

Trainee's Assessment

Support a person to use moving and assistive equipment safely
in an aged care, health, or disability context

US 26977 V1

Level 3 Credits 4

Name _____

careerforce

Trainee's assessment

This trainee's assessment contains:

- Instructions for the trainee
- Assessment tasks
- Observation forms
- Feedback form
- Assessment result sheet

Tips for the trainee

Before you start this assessment you must read the instructions.

The following colours show different areas of this assessment:

- **Green boxes:** sections to be filled out and usually signed – by you or someone else such as an assessor, verifier or supervisor.
- **Purple boxes:** areas for the assessor to write in. Please do not write in these boxes.
- **Grey boxes:** tasks where your answer is a demonstration.

A person assessed as competent in this unit standard is able to:

	Outcome	Task and evidence
Support a person to move safely using LITE principles and evaluate the moving task.	1	One – Demonstration (Grey)
Support a person to use assistive equipment.	2	Two – Demonstration (Grey)
Store, and care for, moving and assistive equipment.	3	Three – Demonstration (Grey)

Instructions for the trainee

- Your answers to the assessment tasks need to show the assessor that you have a full understanding of the topic. The assessor may require you to discuss your responses.
- This assessment is “open book”, which means that you can use any information you wish when you are completing this assessment. This information may include learning materials, books, the internet, and your organisation’s policies and procedures.
- You are asked to demonstrate practical tasks.
 - Your assessor or verifier will observe you and complete an observation form. The assessor/verifier may require you to perform the task on more than one occasion.
- For any documents you supply, remove all identifying details of the people receiving services or support.
- You need to show that your work complies with your organisation’s policies and procedures.
- If you require assistance with any aspect of the assessment, please contact your assessor.

Definitions of terms

The word **trainee** in this assessment refers to the person being assessed. Other terms that may be used are candidate, student or employee.

Person refers to a person accessing services in a health or disability setting in either a residential care facility or in a private home – the person’s own or a friend’s, group’s or family member’s. Other terms used for the person being supported include client, consumer, individual, resident, service user or tūrora.

Service plan is a general term that describes the individual or group plan for service delivery. This plan is developed by service providers with the person or people receiving support and their families/whānau. A service plan may include a care plan or a rehabilitation plan.

An **organisation’s policies and procedures** are the policies and procedures of the trainee’s employer and include ethical codes, standards and other organisational requirements.

Workplace assessor or assessor means the person who will assess the trainee.

A **verifier** is a workplace supervisor or manager who understands the assessment, works closely with the trainee, and can confirm that the trainee has performed the task competently.

LITE refers to “load, individual, task, environment” and is fully explained in *The New Zealand Patient Handling Guidelines*.

Abbreviations

ER refers to the evidence requirements of the unit standard – the evidence (descriptions, explanations, documents etc) that you must provide and/or the actions that you must do or demonstrate.

MER means “more evidence required”.

References

- Your organisation’s policies and procedures.
- Accident Compensation Corporation. (2003). *The New Zealand Patient Handling Guidelines: The LITEN UP approach*. Wellington: Accident Compensation Corporation, available at <http://www.acc.co.nz>.
- Accident Compensation Corporation. (n.d.). *Smart tips for health workers*. Wellington: Accident Compensation Corporation, available at <http://www.acc.co.nz>.
- Accident Compensation Corporation and Department of Labour. (2001). *Code of Practice for Manual Handling*. Wellington: Accident Compensation Corporation and Department of Labour, available at <http://www.osh.dol.govt.nz/order/catalogue/index.shtml>.

Task One – Support a person to move safely using LITE principles and evaluate the moving task (demonstration)

ERs 1.1 - 1.7

You are required to support **five** different people to move safely using moving equipment. Each person must be moved using a different piece of moving equipment.

Use equipment that is appropriate for the person being moved, eg slide sheet, hoist, handling belt, transfer board, sling, walking frame, wheelchair, other.

When you have completed each move you are required to evaluate the moving task and report any issues that arose from the move.

Supporting people to move safely using moving equipment and applying LITE principles

Person 1

Moving equipment used to assist with the move _____

The trainee:

- Prepared the immediate environment before moving the person.
- Prepared the person for the move.
- Explained the moving task to the person.
- Supported the person to move.
- Maintained the person's privacy, dignity and respect throughout the moving process.
- Complied with the person's service plan.

After the move the trainee:

- Evaluated the moving task.
- Reported any issues identified in the evaluation.

At all times in carrying out this task, the trainee worked in accordance with the organisation's policies and procedures, the New Zealand Patient Handling Guidelines, and LITE principles.

Assessor's/verifier's use only
Notes and decision:



Large empty box for assessor/verifier notes and decision.

Person 2

Moving equipment used to assist with the move _____

The trainee:

- Prepared the immediate environment before moving the person
- Prepared the person for the move.
- Explained the moving task to the person.
- Supported the person to move.
- Maintained the person's privacy, dignity and respect throughout the moving process.
- Complied with the person's service plan.

After the move the trainee:

- Evaluated the moving task.
- Reported any issues identified in the evaluation.

At all times in carrying out this task, the trainee worked in accordance with the organisation's policies and procedures, the New Zealand Patient Handling Guidelines, and LITE principles.

Person 3

Moving equipment used to assist with the move _____

The trainee:

- Prepared the immediate environment before moving the person.
- Prepared the person for the move.
- Explained the moving task to the person.
- Supported the person to move.
- Maintained the person's privacy, dignity and respect throughout the moving process.
- Complied with the person's service plan.

After the move the trainee:

- Evaluated the moving task.
- Reported any issues identified in the evaluation.

At all times in carrying out this task, the trainee worked in accordance with the organisation's policies and procedures, the New Zealand Patient Handling Guidelines, and LITE principles.

Assessor's/verifier's use only

Notes and decision:



Person 4

Moving equipment used to assist with the move _____

The trainee:

- Prepared the immediate environment before moving the person.
- Prepared the person for the move.
- Explained the moving task to the person.
- Supported the person to move.
- Maintained the person's privacy, dignity and respect throughout the moving process.
- Complied with the person's service plan.

After the move the trainee:

- Evaluated the moving task.
- Reported any issues identified in the evaluation.

At all times in carrying out this task, the trainee worked in accordance with the organisation's policies and procedures, the New Zealand Patient Handling Guidelines, and LITE principles.

Person 5

Moving equipment used to assist with the move _____

The trainee:

- Prepared the immediate environment before moving the person.
- Prepared the person for the move.
- Explained the moving task to the person.
- Supported the person to move.
- Maintained the person's privacy, dignity and respect throughout the moving process.
- Complied with the person's service plan.

After the move the trainee:

- Evaluated the moving task.
- Reported any issues identified in the evaluation.

At all times in carrying out this task, the trainee worked in accordance with the organisation's policies and procedures, the New Zealand Patient Handling Guidelines, and LITE principles.

Assessor's/verifier's use only

Notes and decision:



Verifier's name:
(if different from the assessor)

Verifier's signature:
(if different from the assessor)

Feedback on the trainee's performance

Task One: Achieved

More evidence required

Assessor's name:

Date:

Reassessment: Achieved

More evidence required

Assessor's name:

Date:

You are required to:

- Set up **three** items of assistive equipment.
- Use each item of assistive equipment to support a person.

You may support one person or up to three different people when using the specified items of assistive equipment. Use equipment that is appropriate for the person eg shower and/or bath equipment, toileting aids or other equipment.

Use of assistive equipment

Assistive equipment 1

Equipment used to assist the person _____

The trainee:

- Set up the assistive equipment.
- Supported the person to use the assistive equipment.
- Supported the person to use the assistive equipment within the scope of own role.

At all times when supporting the person to use assistive equipment, the trainee followed the manufacturer's instructions and worked within the organisation's policies and procedures.

Assessor's/verifier's use only
Notes and decision:



Assistive equipment 2

Equipment used to assist the person _____

The trainee:

- Set up the assistive equipment.
- Supported the person to use the assistive equipment.
- Supported the person to use the assistive equipment within the scope of own role.

At all times when supporting the person to use assistive equipment, the trainee followed the manufacturer's instructions and worked within the organisation's policies and procedures.

Assistive equipment 3

Equipment used to assist the person _____

The trainee:

- Set up the assistive equipment.
- Supported the person to use the assistive equipment.
- Supported the person to use the assistive equipment within the scope of own role.

At all times when supporting the person to use assistive equipment, the trainee followed the manufacturer's instructions and worked within the organisation's policies and procedures.

Assessor's/verifier's use only

Notes and decision:



Verifier's name:
(if different from the assessor)

Verifier's signature:
(if different from the assessor)

Feedback on the trainee's performance

Task Two: Achieved

More evidence required

Assessor's name:

Date:

Reassessment: Achieved

More evidence required

Assessor's name:

Date:

You are required to:

- Store and care for **five** different types of moving and assistive equipment.
- Report any faults identified in the moving or assistive equipment. If there are no faults in the equipment, you must describe to the assessor or verifier how you would report a fault.

Select **five** types of equipment used in a workplace eg slide sheet, hoist, handling belt, transfer board, sling, walking frame, wheelchair, shower and/or bath equipment, toileting aids or other equipment.

Store and care for equipment

Equipment stored and cared for (name)

The trainee:

- Stored the equipment.
- Cared for the equipment.
- Reported any fault/s identified in the equipment.
OR
- Described the procedure for reporting a fault.

The trainee followed the manufacturer’s instructions and the organisation’s policies and procedures when carrying out this task.

Assessor’s/verifier’s use only

Notes and decision:



Equipment 1	Equipment 2	Equipment 3	Equipment 4	Equipment 5
○	○	○	○	○

Verifier's name:
(if different from the assessor)

Verifier's signature:
(if different from the assessor)

Feedback on the trainee's performance

Task Three: Achieved

More evidence required

Assessor's name:

Date:

Reassessment: Achieved

More evidence required

Assessor's name:

Date:

Instructions for the trainee

When you have finished the assessment

- Please give your completed assessment and any additional material to your assessor. You might like to make a copy for your records.
- When you have been assessed as having achieved this unit standard, the results will be sent to Careerforce for registering credits on the New Zealand Qualifications Framework.
- Your assessor will give your assessment material back to you. Please keep it safe.
- If you wish to appeal against the assessment result or process, you should complete an "Appeal of Trainee Assessment Result Form". This form can be downloaded from the Shortcuts/Forms/Trainee Forms section of the Careerforce website www.careerforce.org.nz
- **Please complete the trainee's declaration below.**

Trainee's declaration

I was told about and understood the assessment requirements.

I have prepared my answers myself.

I agree that this document can be photocopied for the purpose of moderation, as part of quality control processes.

I agree that once the assessment decision has been made, my personal details and results will be sent to Careerforce for registering credits on the New Zealand Qualifications Framework.

Trainee's signature:

Trainee's name (please print):

Date:

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Please complete this feedback form to help us to improve our assessments.

Please respond to the questions with a tick in the relevant circle and with comments in the boxes.

Please respond to the questions with a tick in the relevant circle and with comments in the boxes	Yes	No	Sometimes
Did you think the assessment booklet was well laid out?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you find the assessment questions easy to understand?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

What did you most like about this assessment?

What did you least like about this assessment?

If you could change something to improve this assessment, what would it be?

Additional comments:

Contact details (optional)

Name:	Workplace:
Phone:	Email:

When you have completed this page, please pull it out, fold it in three, secure it with tape and send it (Freepost) to:
Senior Educational Support Administrator, Careerforce, PO Box 25 255, Christchurch 8144 Fax (03) 371 9285

Freepost Authority CONSULT

Senior Educational Support Administrator

Careerforce

PO Box 25 255

Christchurch 8144

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Level 3 Credits 4

Assessment result sheet (completed by assessor)

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

Trainee's performance summary

Assessment tasks	Achieved
Task One	<input checked="" type="radio"/>
Task Two	<input checked="" type="radio"/>
Task Three	<input checked="" type="radio"/>

Comments/feedback to the trainee

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Assessment result

I have assessed the trainee and confirm:

The requirements have been met to demonstrate competency in 26977 V1.

Name:	Assessor's number:
Signed:	Date:

For the credits to be registered on the New Zealand Qualifications Framework, send a copy of this form to:
Training Support Team, Careerforce, PO Box 25 255, Christchurch 8144

Training Support Team

Careerforce

PO Box 25 255

Christchurch 8144