

Important information for trainees

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

- Observe changes in condition in a person receiving care or support in a health or disability setting.
- Report changes in condition in a person receiving care or support in a health or disability setting.
- Document changes in condition in a person receiving care or support in a health or disability 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, Disability Services Consumers' Rights) Regulation 1996 and the Health Information Privacy Code 1994.
- 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. They may be in paid or unpaid employment, or on a placement in a service provider workplace negotiated by an education provider.
- 4 An ability to integrate theory with practice 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; and will require sufficient evidence to be collected to enable changes to be reported.

5 Definitions

- a **To report** is to pass on information about a person's condition to the appropriate person, as specified in the organisation's policies and procedures.
- b **Organisation's policies and procedures** are the policies and procedures of the employing organisation of the employee and also include ethical codes, standards and requirements of any other organisations involved.

References

- Careerforce workbook – 23390 V1 Observe, report, and document changes in a person’s condition in a health or disability setting.
- Organisation’s policies and procedures.

This trainee assessment portfolio contains

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

Instructions

- Attach all written material to this trainee assessment portfolio.
- In some 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 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.

Overview of assessment

Activity	Description	Unit Standard
Workplace Verification Task One (Grey)	Observing, reporting and documenting changes in condition in a person receiving care or support in a health or disability setting	Element 1 Element 2 Element 3

Workplace verification

Task One – Observing, reporting and documenting changes in condition in a person receiving care or support in a health or disability setting.

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 his/her unique environment.
- 3 The trainee may complete this task either by way of an observation (demonstration) or an oral response (description) for the items below.
- 4 For moderation purposes please ensure that:
 - a Where an oral response is given a brief record of what was said needs to be recorded.
 - b It is important that evidence of observations (e.g. diagrams, photographs, facility plan, etc) is included when this task is completed, and kept for moderation purposes.

This checklist must be completed by the assessor/verifier.			
	Demonstrate or describe changes (positive or negative) you have observed in a person you care for or support in a health or disability setting (1.1, 1.2, 1.3 and 1.4). You need to demonstrate or describe, with supporting evidence, changes in a person’s condition you have observed in two of the following areas: physical, behavioural, environmental or emotional.	Tick when competent	
a	Physical (includes: skin (dry, moist, discoloured, rashes, itchy), weight, mobility, colour, breathing, flexibility, health status, movement, increased dexterity, personal hygiene, elimination, nutrition, pain)	Related to conditions identified in the person’s Service Delivery Plan.	<input type="checkbox"/>
		Observations requested in progress reports.	<input type="checkbox"/>
		Related to changes in condition previously recorded in the person’s progress report.	<input type="checkbox"/>
		Changes in condition not previously reported.	<input type="checkbox"/>

			Tick when competent
a	Behavioural (includes: physical or verbal aggression, anxiety, irritability, agitation, loss of appetite, social withdrawal, sleep patterns, repetitive behaviour patterns, increased independence, increased awareness, community involvement, inter-family relationships)	Related to conditions identified in the person's Service Delivery Plan.	<input type="checkbox"/>
		Observations requested in progress reports.	<input type="checkbox"/>
		Related to changes in condition previously recorded in the person's progress report.	<input type="checkbox"/>
		Changes in condition not previously reported.	<input type="checkbox"/>
	Environmental (includes: hoarding, clutter, unkempt appearance, forgetfulness, care of home, home improvements, home heating, involvement of family, friends and community)	Related to conditions identified in the person's Service Delivery Plan.	<input type="checkbox"/>
		Observations requested in progress reports.	<input type="checkbox"/>
		Related to changes in condition previously recorded in the person's progress report.	<input type="checkbox"/>
		Changes in condition not previously reported.	<input type="checkbox"/>
	Emotional (includes: mood – high/low/flat, disinterested, anxious, excitable, withdrawn, crying, sadness, happy, motivated, lower/higher self-esteem, confidence)	Related to conditions identified in the person's Service Delivery Plan.	<input type="checkbox"/>
		Observations requested in progress reports.	<input type="checkbox"/>
		Related to changes in condition previously recorded in the person's progress report.	<input type="checkbox"/>
		Changes in condition not previously reported.	<input type="checkbox"/>

This checklist must be completed by the assessor/verifier.		
b	<p>Special note No 5 defines reporting as passing on information about a person's condition to the appropriate person, as specified in the organisation's policies and procedures (2.1, 2.2).</p> <p>There is also a requirement that the reporting be in accordance with The Code Rights. Rights 1, 3, 4, 5 and 6 are considered applicable to this assessment requirement and must be reflected in the reporting.</p>	Tick when competent
	Changes are reported in accordance with the organisation's policies and procedures.	<input type="checkbox"/>
	Changes are reported in accordance with The Code of Rights.	<input type="checkbox"/>

This checklist must be completed by the assessor/verifier.		
c	Demonstrate or describe documentation requirements related to changes in a person's condition(s) (3.1, 3.2 and 3.3) and in accordance with the organisation's policies and procedures.	Tick when competent
	The change notes documented in the person's record accord with the organisation's policies and procedures.	<input type="checkbox"/>
	The change notes are accurate and effective in that they are: <div style="float: right;">Legible <input type="checkbox"/></div>	<input type="checkbox"/>
	<div style="float: right;">Factual <input type="checkbox"/></div>	
	<div style="float: right;">Permanent <input type="checkbox"/></div>	
	<div style="float: right;">Dated and timed <input type="checkbox"/></div>	
	<div style="float: right;">Signed <input type="checkbox"/></div>	
	<div style="float: right;">Detailed for the condition changes <input type="checkbox"/></div>	
<div style="float: right;">Detailed for the responses to care <input type="checkbox"/></div>		
<div style="float: right;">Meeting legal requirements <input type="checkbox"/></div>		
The change notes outline changes that may impact on the person's ability to achieve independence goals.	<input type="checkbox"/>	

Assessor/Verifier confirmation form

I confirm that _____
(the trainee) completed the tasks as required.

Assessor	Assessor Number
Signature	Date
Verifier Name	
Signature	Date

23390 V1 – Observe, report, and document changes in a person’s condition in a health or disability setting

Level 2 Credits 2

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)			
Workplace verification			
Task One		<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 demonstrate competency in 23390 V1.			
<input type="checkbox"/> Further evidence is required to demonstrate 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 his/her 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

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Feedback form

Please help us to improve our trainee assessment portfolio.

Careerforce is always keen to review its materials to improve the quality of the learning experience. You can help us by telling us what you think of this assessment portfolio and by offering suggestions on ways it can be improved.

When you have answered the questions, please send this page to:

Quality Assurance Manager
Careerforce Ltd.
www.cssito.org.nz
PO Box 25 255
Christchurch
Fax (03) 371 9285

What I liked most about the portfolio and why?

What I liked least about the portfolio and why?

Please give your rating of the following topics by ticking the relevant yes, no, or maybe boxes.

Topics or aspects of the content of this document	Yes	Maybe	No
Assessment record sheet is useful.			
Assessment questions are easy to understand.			
Verification tasks are appropriate.			
The assessment portfolio is well laid out and easy to follow.			

Additional comments

Contact details (optional)

Name	Organisation
Telephone	Email

Quality Assurance Manager
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