

Moving people

Trainee assessment portfolio

5012 V4 Level 3 Credit 5

Demonstrate musculo-skeletal care and handle people safely in a health or disability setting.

Name

NZQA number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Important information for trainees

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

- Describe musculo-skeletal care in a health or disability setting.
- Demonstrate musculo-skeletal care in a health or disability setting.
- Handle people safely 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 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 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.
- 4 The primary reference for elements 1 and 3 is The New Zealand Patient Handling Guidelines (Wellington: ACC, October 2003): available from ACC's website <http://www.acc.co.nz>. The primary references for element 2 are: Fit for Work – Healthcare Workers Poster; Pre-work Warm-up—2006 (ACC 2292); Pause/Break Stretches Poster (ACC 2293): available from the ACC's website <http://www.acc.co.nz>.
- 5 Assessment evidence related to handling people safely must be presented for a range of equipment. Evidence must include—a slide sheet, a hoist, a handling belt, bed and chair equipment, transfer boards, slings, and bath and shower equipment. Where specialised equipment is not available in a workplace, assessment against this unit standard may be through a simulation in a training provider environment against a hypothetical service delivery plan. Assessment evidence is required for all eleven tasks as listed in The New Zealand Patient Handling Guidelines.

6 Definitions

- a **Service delivery plan** in the context of this unit standard is a generic term used to cover the individual plans that are developed by service providers with consumers and their families/whanau for service delivery. Different service providers may use different terms. A service delivery plan is interpreted and implemented in accordance with the requirements of the plan and will recognise the consumer as the central focus. A service delivery plan may specify such things as services to be provided to support activities of daily living, equipment used, food preferences, and instructions on maintaining a safe environment. The consumer's choices, rights, and how these determine the consumer's independence, rehabilitation, recovery, and support are paramount to the implementation of a service delivery plan. The service delivery plan will also provide an outline of the tasks to be provided by the support worker for the consumer in the residential or home care setting.
- b **Consumer** in the context of this unit standard means someone accessing services in a health or disability setting in a residential care facility or in a private home—their own or a friend's, group's, or family member's.
- c **People handling** is a specialised area of manual handling. It includes any task that involves moving or supporting a person including carrying, pushing, pulling, lifting and lowering.
- d **Safe handling** involves the safety of all participants in the handling process including the support worker.

Activity	Description	Unit Standard
Assessment tasks Task one (Blue)	Describing musculo-skeletal care in a health or disability setting using LITE categories.	Element 1
Workplace verification Task two (Grey)	Demonstrating musculo-skeletal care and handling people safely in a health or disability setting using LITE categories.	Element 2 Element 3

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 in task one.
- 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.

References

- Careerforce workbook—5012v4 Moving people
- Organisation's policies and procedures.

This trainee assessment portfolio contains

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

Assessment tasks

Task one—Describing musculo-skeletal care in a health or disability setting using LITE categories.

1 Describing the contributing factors for safe musculo-skeletal care when handling people. (1.1)

The LITE categories referenced in the New Zealand Patient Handling Guidelines are:

- Load (patient)
- Individual (carers)
- Task (task and equipment)
- Environment (facilities)

In this part of the assessment you are required to describe two factors relating to safe musculo-skeletal care from each of the LITE categories.

Examples of the type of responses required are as follows:

- Load: Allow sufficient time for each handling task.
- Individual: Attending an in-service course on moving people and carrying out warm up exercises before attempting to handle a person.
- Task: Know what kind of movement you will be required to perform such as pushing, carrying or pulling and get your body into the correct position for this.
- Environment: Organise your environment and equipment before you start, ensuring that aids and equipment are used safely and that you have sufficient space to move in.

In the space below please record **two** factors associated with each of the LITE categories, as these relate to musculo-skeletal care.

	Factor 1	Factor 2
Load		
Individual		
Task		
Environment		

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			

I confirm the requirements have been met to achieve competency for
 Task one— Describing musculo-skeletal care in a health or disability setting using LITE categories.

Assessor's name	Assessor number
Signature	Date

Workplace assessment

Task two—Demonstrating musculo-skeletal care and handling people safely in a health or disability setting using LITE categories.

Notes

- 1 This workplace assessment 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 The trainee must complete this task as a demonstration.
- 4 For moderation purposes please ensure that:
 - a Where a conversational response is given a brief record of what was said needs to be recorded.
 - b It is important that evidence of observations is included when this task is completed and kept for moderation (for example, diagrams, photographs, facility plan).

Demonstrate exercises required to prevent, or assist in the prevention of injury. These could include pre-work warm-up and pause/break stretches and abdominal exercises.

Pre-work warm-up exercises for health workers include:

- Side to side weight transfer (thighs).
- Forward to back weight transfer (thighs).
- Semi-squat (thighs).
- Shoulder warm-up (shoulders).
- Chest stretch (upper chest).
- Front thigh stretch (thighs).
- Body stretch with deep breathing (sides).
- Hamstring stretch.
- Hip flexor stretch.

Pause/break stretches for health workers include:

- Back extension.
- Side stretch.
- Lengthening spine against wall.
- Shoulder/chest stretch.
- Neck stretch.
- Calf stretch 1.
- Calf stretch 2.

Exercises associated with your abdominals have been provided in other resources and may include:

- Crunches.
- Bicycle crunches.
- Leg lifts.
- Backward leg swing.

	Assessor checklist	Tick when competent
2	Demonstrate an exercise for each of the following to show that you know how to promote personal musculo-skeletal care. (2.1)	
	Back stretch/exercise _____	Demonstration of back stretch/exercise <input type="checkbox"/>
	Thigh stretch/exercise _____	Demonstration of thigh stretch/exercise <input type="checkbox"/>
	Abdominal exercise _____	Demonstration of abdominal exercise <input type="checkbox"/>

In the workplace verification associated with handling a patient Special Note 5 states that 'Assessment evidence is required for all eleven tasks as listed in The New Zealand Patient Handling Guidelines'.

The 11 tasks are:

- 1 Standing and sitting the patient.
- 2 Walking with the patient.
- 3 Rolling the patient in bed.
- 4 Sitting the patient up in bed.
- 5 Moving the patient in bed.
- 6 Sitting the patient to the edge of the bed.
- 7 Sitting to sitting transfers.
- 8 Non-weight-bearing transfers.
- 9 Repositioning the patient in a chair.
- 10 Assisting a fallen patient.
- 11 Transferring a patient from lying surface to lying surface.

For the purposes of this assessment you will be required to carry out **at least one** patient handling technique for each of the listed tasks. For some of the tasks there will be a specific handling technique required, while in other tasks you will make a choice.

As part of the handling activities you are required to demonstrate the use of the following:

- A slide sheet.
- A hoist including use of a sling (page 74. Patient Handling Guidelines).
- A handling belt.
- Bed equipment.
- Chair equipment.
- Transfer boards.
- Bath equipment.
- Shower equipment.

An attempt has been made in the assessment to identify opportunities where you can use each of the above pieces of equipment.

	Assessor checklist	Tick when competent
	<p>1 Demonstrate your ability to handle people safely in a health or disability setting.</p> <p>Every action you take in handling people must be in accordance with the consumer's service delivery plan and the New Zealand Patient Handling Guidelines (ACC) (3.1, 3.2).</p> <p>Additionally, as you perform all tasks you are expected to meet the requirements of the LITE categories: load, individual, task, and environment.</p> <p>Assessor record:</p> <p>Each of the following pieces of equipment has been used in the trainee's assessment of the 11 patient handling tasks.</p>	
3	<p>Notes</p> <p>A slide sheet</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>A hoist including use of a sling</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>A handling belt</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>Bed equipment</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>Chair equipment</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>Transfer boards</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>Bath equipment</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>
	<p>Shower equipment</p>	<p>Demonstration</p> <p><input type="checkbox"/></p>

Assessor checklist	Tick when competent													
<p>2 As each of the 11 patient handling tasks was being carried out the trainee demonstrated an understanding of the LITE categories:</p> <p>Notes</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center;">Load (patient)</td> <td style="width: 40%; text-align: center;">Demonstration <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">Individual (carers)</td> <td style="text-align: center;">Demonstration <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">Task (task and equipment)</td> <td style="text-align: center;">Demonstration <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: center;">Environment (facilities)</td> <td style="text-align: center;">Demonstration <input type="checkbox"/></td> </tr> </table> <p>Assessor signature _____</p>		Load (patient)	Demonstration <input type="checkbox"/>		Individual (carers)	Demonstration <input type="checkbox"/>		Task (task and equipment)	Demonstration <input type="checkbox"/>		Environment (facilities)	Demonstration <input type="checkbox"/>		
	Load (patient)	Demonstration <input type="checkbox"/>												
	Individual (carers)	Demonstration <input type="checkbox"/>												
	Task (task and equipment)	Demonstration <input type="checkbox"/>												
	Environment (facilities)	Demonstration <input type="checkbox"/>												
<p>Demonstrate each of the following patient handling tasks, in accordance with the New Zealand Patient Handling Guidelines (ACC), and the consumer's service delivery plan. Where appropriate you may use one of the above pieces of equipment.</p> <p>Notes to assessor:</p> <ol style="list-style-type: none"> 1 A service delivery plan may not always require the particular patient handling task. If this is the case please circle N/A. 2 Where the situation exists that a task is not part of the trainee's normal work it is appropriate to simulate the task. It is a requirement of the standard that the following be demonstrated: 														
<ol style="list-style-type: none"> 1 Standing and sitting the patient. <ol style="list-style-type: none"> a Consider use of chair equipment. b Consider use of a stand hoist including sling. 	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>												
<ol style="list-style-type: none"> 2 Walking with the patient. <ol style="list-style-type: none"> a Consider use of handling belt. 	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>												

	Assessor checklist	Tick when competent	
	3 Rolling the patient in bed. a Consider use of bed equipment b Consider use of slide sheet.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	4 Sitting the patient up in bed.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	5 Moving the patient in bed.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	6 Sitting the patient to the edge of the bed.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	7 Sitting to sitting transfers.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	8 Non-weight bearing transfers.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	9 Repositioning the patient in a chair. It is considered this is an ideal opportunity to deal with bath/shower equipment. a Consider use of chair equipment. b Consider use of shower chair. c Consider use of bath chair. d Consider use of transfer boards. e Consider use of bath lift/hoists.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	10 Assisting a fallen patient.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>
	11 Transferring a patient from lying surface to lying surface.	Meets SDP or N/A <input type="checkbox"/>	Demonstration <input type="checkbox"/>

Trainee performance (completed by your assessor)			
Task two	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

5012 v4—Moving people

Level 3 Credit 5

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 5012 V4.	
<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