

Understanding risk management

Trainee assessment portfolio

23389 V1 Level 3 Credit 2

Demonstrate knowledge of risk management planning in a health, disability, or community setting.

Name

NZQA number

Important information for trainees

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

- Identify and explain the components of a risk management plan (RMP) in a health, disability, or community care setting.
- Explain the process of development, implementation and review of an RMP in a health, disability or community care 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 This unit standard can be assessed against in a simulated environment. Assessment can be based on case study or on actual people or a combination of the above.
- 3 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.
- 4 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.
 - b **Situation** refers to the environment in which the person is being supported.

References

- Careerforce workbook—23389v1 Understanding risk management.
- Organisation's policies and procedures.

This trainee assessment portfolio contains

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

Activity	Description	Unit Standard
Workplace verification Task one (Grey)	Identifying and explaining the components, development, implementation, and review of a risk management plan.	Element 1 Element 2

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.

Additional notes


- For the purposes of this assessment you are asked to identify a person who has a risk management plan in place and whom you currently support or have supported in the last twelve months.

Workplace verification

Task one—Identifying and explaining the components, development, implementation, and review of a risk management plan in a health, disability, or community 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 their unique environment.
- 3 There is opportunity for the trainee to complete this task either as an observation (demonstration) or provide a conversational response (description) for the items below.
- 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).

	Assessor/verifier checklist	Tick when competent		
1	<p>In this task you are required to identify and explain the components of a risk management plan. This needs to relate to the situation of a person being supported. (1.1) (1.2)</p> <p>The risk management plan will have a number of components. Some of the components which may be included in a risk management plan are: context, risk analysis, risks identified, risk evaluation, risk management strategies, consultation process, communication process, and monitoring systems. Other components may exist in a risk management plan.</p> <p>Identify a consumer being supported for whom a risk management plan has been developed.</p> <p>What is the situation (environment) for which the risk management plan was developed?</p> <p>In the following list you are required to identify at least four of the components which apply to the risk management plan that has been developed.</p> <p>You are required to explain how each of the identified components relate to the person’s situation.</p> <p>For privacy reasons you may not be able to attach a copy of the risk management plan to the assessment.</p>			
	Notes	Identify and explain		
		Risk analysis	Identified <input type="checkbox"/>	Explained <input type="checkbox"/>
		Risks identified	Identified <input type="checkbox"/>	Explained <input type="checkbox"/>
		Risk evaluation	Identified <input type="checkbox"/>	Explained <input type="checkbox"/>
Risk management strategies		Identified <input type="checkbox"/>	Explained <input type="checkbox"/>	

Assessor/verifier checklist		Tick when competent	
1	Consultation process	Identified <input type="checkbox"/>	Explained <input type="checkbox"/>
	Communication process	Identified <input type="checkbox"/>	Explained <input type="checkbox"/>
	Monitoring systems	Identified <input type="checkbox"/>	Explained <input type="checkbox"/>
2	<p>Explain in writing or orally the process followed by your organisation to develop a risk management plan in accordance with the organisation's policies and procedures. (2.1)</p> <p>Explain in writing or orally the process followed by your organisation to implement a risk management plan in accordance with the organisation's policies and procedures. (2.2)</p> <p>Explain in writing or orally the process followed by your organisation to review a risk management plan in accordance with the organisation's policies and procedures. (2.3)</p> <p>It would be helpful for your assessor if you could provide a copy of the appropriate policies and procedures document available during this assessment process.</p> <p>In accordance with the organisation's policies and procedures:</p>		
	Notes	Explain the development process followed	Explained <input type="checkbox"/>
		Explain the implementation process followed	Explained <input type="checkbox"/>
		Explain the review process followed	Explained <input type="checkbox"/>

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

23389 v1—Understanding risk management

Level 3 Credit 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)			
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 23389 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.

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