

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ALLIED HEALTHCARE

### What are Occupational Standards (OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack- Operating Theatre Technician

**SECTOR: HEALTH**

**SUB-SECTOR:** Allied Health & Paramedics

**OCCUPATION:** Operating Theatre Technician

**REFERENCE ID:** HSS/ Q 2601

**Operating Theatre Technician - (OTT):** They prepare and maintain operating theatres and equipment, and assist surgical and anaesthetic teams during operations. They are also known as “Operation Room Technician”, “Scrubs”, or “Operating Theatre Assistants” when working in a hospital environment.

**Brief Job Description:** Some of the key responsibilities of the Operating Theatre Technician are transport patients, preparing operating room for surgery, set up, check, connect and adjust surgical equipment, technical assistance to surgeons, clean & restock the operating room, arranging instrument, supplies and equipment according to instruction and position patients for surgery.

**Personal Attributes:** This job requires the individual to work in collaboration with Doctors and Nurses and other healthcare providers and deliver the healthcare services as suggested by them. The individual should be result oriented. The individual should also be able to demonstrate clinical skills, communication skills and behavioural skills.

Job Details	Qualifications Pack Code	HSS / Q 2601		
	Job Role	Operating Theatre Technician		
	Credits(NVEQF/NVQF/NSQF)	4	Version number	1
	Industry	Health	Drafted on	12/05/13
	Sub-sector	Allied Health & Paramedics	Last reviewed on	22/05/13
	Occupation	Operating Theatre Technician	Next review date	22/05/15
	Job Role	Prepare and maintain operating theatres and equipment, and assist surgical and anaesthetic teams during operations		
	NVEQF/NVQF level	4		
	Minimum Educational Qualifications	Class XII in Science		
	Maximum Educational Qualifications	Not Applicable		
	Training (Suggested but not mandatory)	Relevant professional qualification		
	Experience	Not Applicable		
	Occupational Standards (OS)	<b>Compulsory:</b> HSS/ N 2601: <a href="#">Prepare and maintain operation theater</a> HSS/ N 2602: <a href="#">Maintain equipment support in an acute care environment</a> HSS/ N 2603: <a href="#">Identify and move to maintain a sterile field</a> HSS/ N 2604: <a href="#">Follow infection control policies and procedures</a> HSS/ N 2605: <a href="#">Manage and maintain theater equipment</a> HSS/ N 2606: <a href="#">Prepare patient for operative procedures</a> HSS/ N 2607: <a href="#">Provide intra-operative equipment and technical support</a> HSS/ N 2608: <a href="#">Assist anaesthetist in handling emergencies outside of OT Room</a> HSS/ N 2609: <a href="#">Manage hazardous waste</a> HSS/ N 9602: <a href="#">Ensure availability of medical and diagnostic supplies</a> HSS/ N 9603: <a href="#">Act within the limits of one's competence and authority</a>		
		HSS/ N 9604: <a href="#">Work effectively with others</a>		
		HSS/ N 9605: <a href="#">Manage work to meet requirements</a>		
		HSS/ N 9606: <a href="#">Maintain a safe, healthy, and secure working</a>		

Performance Criteria	<p><a href="#">environment</a></p> <p>HSS/ N 9608: <a href="#">Follow radiation safety guidelines</a></p> <p>HSS/ N 9609: Follow biomedical waste disposal protocols</p> <p>HSS/ N 9611: <a href="#">Monitor and assure quality</a></p> <p><b>Optional:</b> N.A.</p>
	As described in the relevant OS units

Definitions

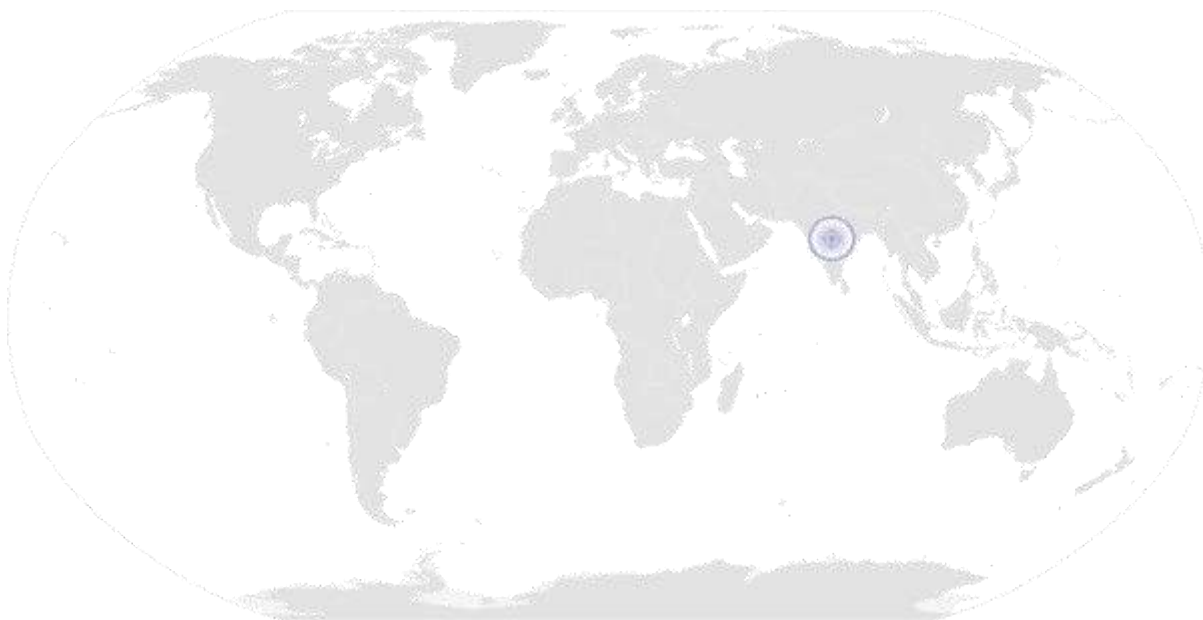
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are essential to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Knowledge and Understanding	Knowledge and Understanding are statements that together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards that apply uniquely in the Indian context.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Organisational Context	Organisational Context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.

Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
NOS	National occupational standard(s)
NVEQF	National vocational education qualifications framework
NVQF	National vocational qualifications framework
OS	Occupational standard(s)
OTT	Operating theatre technician
PCR	Patient Care report
QP	Qualifications pack
WHS	Work, health and safety

Acronyms

HSS/ N 2601: Prepare and maintain operation theater

# National Occupational Standards



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## Overview

This OS unit is about preparation and maintenance of the operating suite environment in readiness for a theatre case.

HSS/ N 2601: Prepare and maintain operation theater

National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 2601</b>
<b>Unit Title (Task)</b>	<b>Prepare and maintain operation theater</b>
<b>Description</b>	This OS unit is about preparation and maintenance of the operating suit environment in readiness for a theatre case.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Assisting in preparation and maintenance of the operating suite environment as a pre-operative function</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Select and wear appropriate theatre clothing in the operating theatre complex</p> <p>PC2. Clean all surfaces and equipment</p> <p>PC3. Liaise with relevant staff to confirm equipment requirement</p> <p>PC4. Check theatre list and maintain and designate re-stocked supplies as required in consultation with relevant staff</p> <p>PC5. Assemble equipment and check to ensure that it is complete, clean and correctly functioning</p> <p>PC6. Maintain a safe working area at all times and use correct manual handling techniques</p> <p>PC7. Transport and transfer patient safely from bed/trolley to theatre table</p> <p>PC8. Provide assistance during the prepping stage of patient</p> <p>PC9. Follow all instructions from relevant staff during theatre procedures</p> <p>PC10. Transport blood, pathology specimens and other items necessary using standard precautions, to support the theatre team</p> <p>PC11. Remove, clean and store equipment correctly at conclusion of procedure</p> <p>PC12. Collect bed and other relevant equipment and transport patient from theatre to recovery room</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Theatre policy and procedures guidelines</p> <p>KA2. Relevant protocols, good practices, standards, policies and procedures</p> <p>KA3. Safety and environmental aspects related to workplace operation and manual handling, including workplace hazards</p> <p>KA4. Theatre protocols</p> <p>KA5. Relevant hospital standards, regulations and guidelines</p> <p>KA6. Relevant WHS legislation and infection control codes of practice, enterprise policies and procedures</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Various methods of preparing theatre and their importance</p>



**HSS/ N 2601: Prepare and maintain operation theater**

	<p>KB2. The importance of cleaning &amp; preparation</p> <p>KB3. How to prepare theatre based on patient condition</p> <p>KB4. Basic equipment care and maintenance</p> <p>KB5. Basic understanding of theatre team responsibility in relation to the surgical count</p> <p>KB6. Organisation procedures for preparation of a deceased patient, who has died in the theatre environment</p> <p>KB7. Work will be performed within a prescribed range of function, generally within a team environment, involving known routines and procedures</p> <p>KB8. All activities are carried out in accordance with organisation policies, procedures and infection control guidelines.</p> <ol style="list-style-type: none"> <li>Prepare theatre environment</li> <li>Provide support to the theatre team</li> <li>Maintain theatre area</li> </ol> <p>KB9. Consideration to the following are to be given due importance by OTT when assisting in the preparation:</p> <ol style="list-style-type: none"> <li>Carry out all work according to safe working guidelines</li> <li>Communicate effectively with theatre team</li> </ol> <p>KB10. Ensure work is completed systematically with attention to detail without damage to equipment or harm to patient/personnel</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	<p>SA1. Record the completion of the procedure with relevant details</p> <p>SA2. Record observations made during the procedure</p>
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:
	<p>SA3. Read the surgeon/nurse instructions and interpret it correctly</p> <p>SA4. Comprehend important instructions mentioned in workplace safety pamphlets or procedure manual for reading labels and handling chemical such as cleaning fluids</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	<p>SA5. Discuss procedures with the patient and make him/ her feel comfortable</p> <p>SA6. Answer questions that patient may have</p> <p>SA7. Listen and understand workplace instructions</p> <p>SA8. Clarify workplace instructions when necessary</p>
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	<p>SB1. Make decisions regarding the preparation method</p> <p>SB2. Apply best practices in existing processes to drive improvements</p>



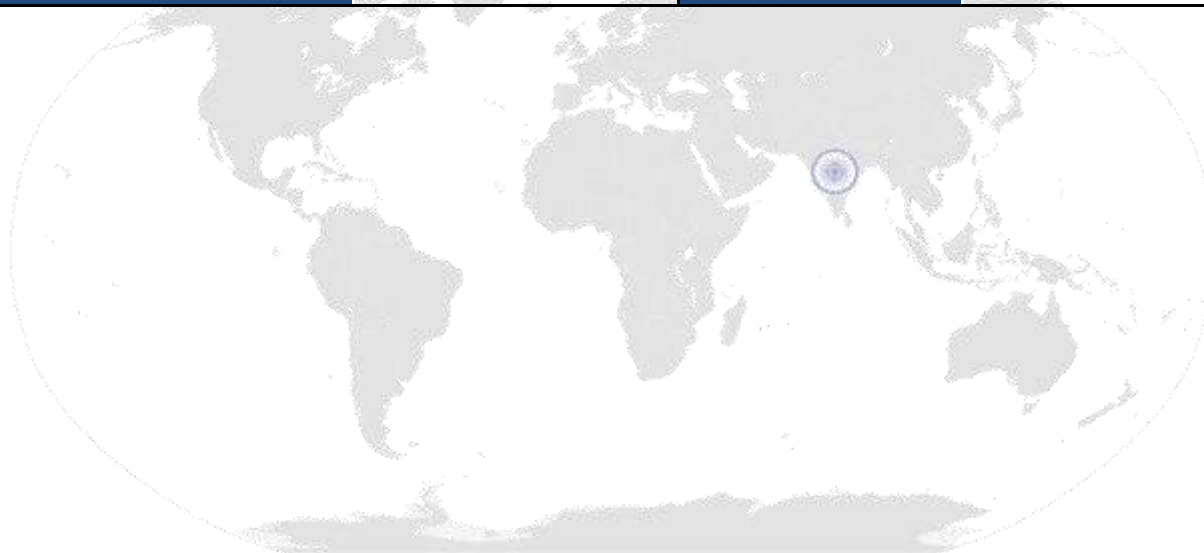
**HSS/ N 2601: Prepare and maintain operation theater**

	<b>Plan and Organise</b>
	The user/individual on the job needs to:
	SB3. Document the procedure completion and any observations
	SB4. Complete all activities accurately and in a timely and safe manner
	SB5. Ensure work is completed systematically with attention to detail without damage to equipment or harm to patient/personnel
	<b>Patient Centricity</b>
	The user/individual on the job needs to know and understand how to:
	SB6. Maintain proper services to render patient care
	SB7. Use patient centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	SB8. Solve problems including the ability to use available resources, assemble equipment
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB9. Interpret the observations and design a solution for that
	SB10. Use the existing experience for improving the preparation & cleaning process
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB11. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action

HSS/ N 2601: Prepare and maintain operation theater

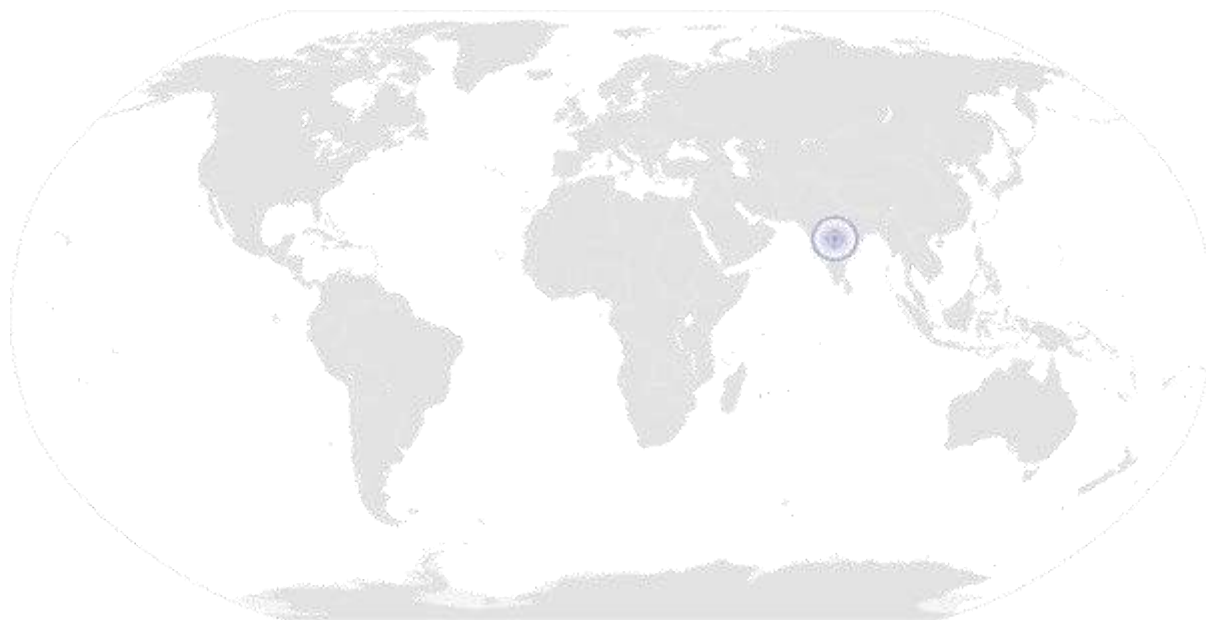
## NOS Version Control

NOS Code	HSS/ N 2601		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 2602: Maintain equipment support in an acute care environment

# National Occupational Standards



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## Overview

This OS unit is about the provision of equipment support in acute care environment to meet the needs of the patient and surgical team in an operating suite by Operating Theatre Technician.

**HSS/ N 2602: Maintain equipment support in an acute care environment**

National Occupational Standard

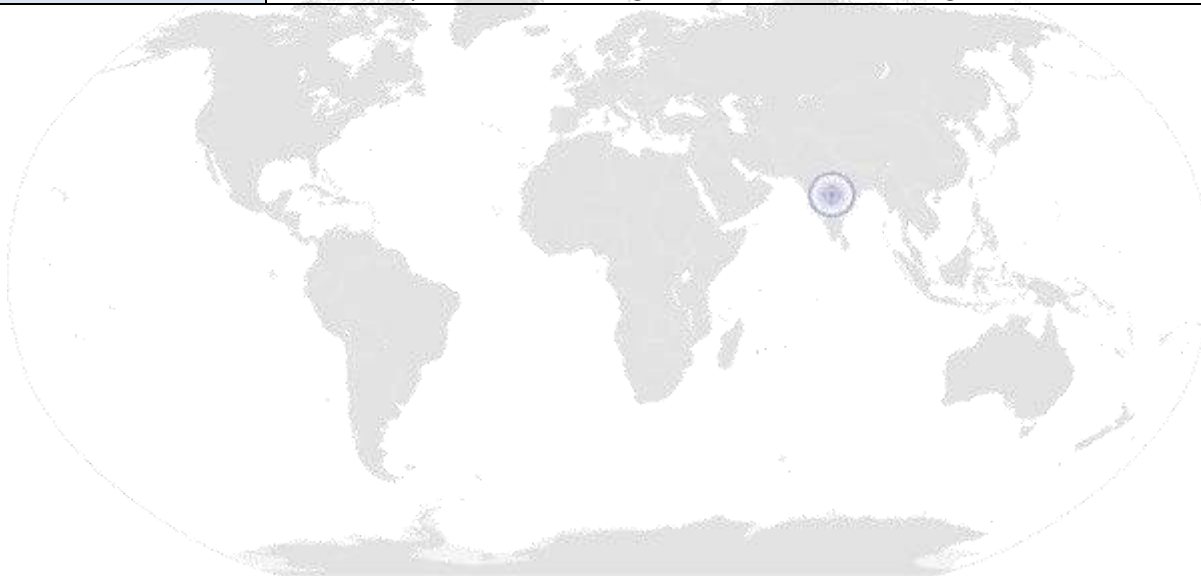
<b>Unit Code</b>	<b>HSS/ N 2602</b>
<b>Unit Title (Task)</b>	<b>Maintain equipment support in an acute care environment</b>
<b>Description</b>	This OS unit is about the provision of equipment support to meet the needs of the patient and surgical team in an operating suite by Operating Theatre Technician.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Providing equipment supplies and support</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Consult with relevant operating team members and reference material to determine equipment required.</p> <p>PC2. Use basic knowledge of surgical procedures to assist and identify the needs of operating teams</p> <p>PC3. Locate relevant equipment and check to ensure that it is complete, clean and ready for use</p> <p>PC4. Position equipment in accordance with set up procedures</p> <p>PC5. Notify basic equipment faults to appropriate staff according to organization policy and procedure</p> <p>PC6. Clean and store equipment safely</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Relevant protocols, good practices, standards, policies and procedures</p> <p>KA2. Safety and environmental aspects related to workplace operation and manual handling, including workplace hazards</p> <p>KA3. How to comply with enterprise requirements, legislation, infection control and relevant health regulations</p> <p>KA4. The following:</p> <ul style="list-style-type: none"> <li>During acute care environment OTT should observe and ensure that: <ol style="list-style-type: none"> <li>Theatre policy and procedure are followed</li> <li>Theatre protocols</li> <li>Effective coordinate required processes</li> <li>Liaise effectively with theatre staff &amp; provide appropriate equipment as requested</li> <li>Use correct theatre handling equipment procedure</li> </ol> </li> <li>Should have ability to: <ol style="list-style-type: none"> <li>Carry out work according to safe working guidelines</li> <li>Handle equipment safely</li> </ol> </li> </ul>

## HSS/ N 2602: Maintain equipment support in an acute care environment

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The equipment set-up procedures</p> <p>KB2. Types of theatre attire and purpose of personal protective clothing</p> <p>KB3. How to use correct theatre handling equipment procedures</p> <p>KB4. How to wash hands and maintain hygiene to prevent spread of infections</p> <p>KB5. How to do a need assessment</p> <p>KB6. Appropriate equipment for different surgical procedures</p> <p>KB7. Complete correct set-up and positioning of theatre equipment for a variety of surgical procedures</p> <p>KB8. Consideration to the following are to be given due importance by OTT when in acute care environment</p> <p>KB9. Ascertain equipment requirement of the operating list</p> <p>KB10. How to select and use appropriate equipment</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Record the unusual symptoms during the procedure</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read the doctor/nurse instructions and interpret it correctly</p> <p>SA3. Comprehend important instructions mentioned in clinical notes</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Ask questions</p> <p>SA5. Provide clear information</p> <p>SA6. Listen and understand workplace instructions</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Carry out work according to safe working guidelines</p> <p><b>Plan and Organise</b></p> <p>The user/individual on the job needs to:</p> <p>SB2. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues</p> <p>SB3. Undertake specialist cleaning processes for theatre equipment</p> <p><b>Patient Centricity</b></p> <p>The user/individual on the job needs to:</p> <p>SB4. Be compassionate and friendly</p> <p>SB5. Maintain clean environment to avoid infection</p>

**HSS/ N 2602: Maintain equipment support in an acute care environment**

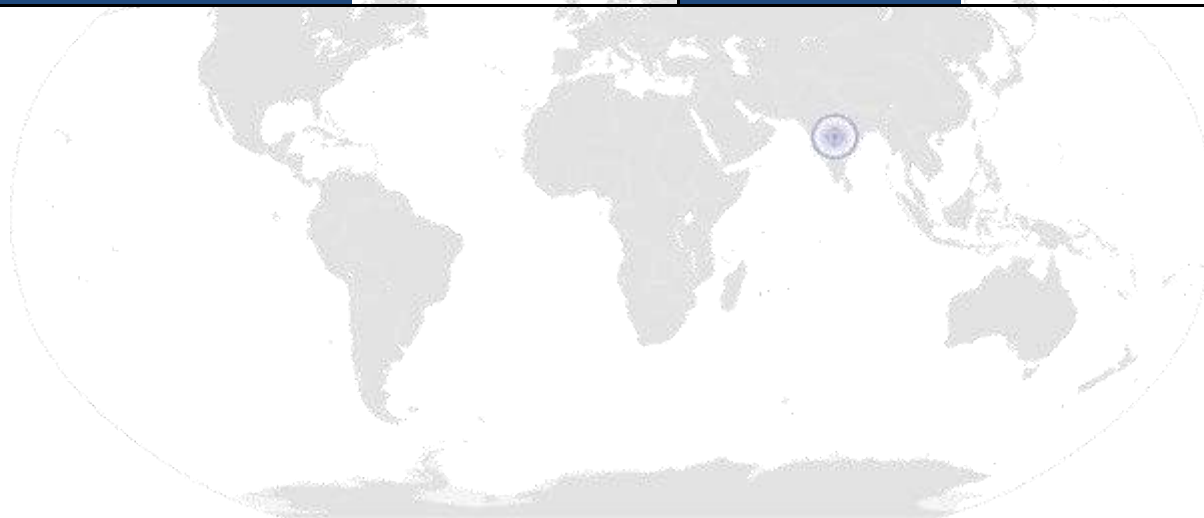
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	SB6. Solve problems including the ability to use available resources and prioritise workload
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB7. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB8. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action



HSS/ N 2602: Maintain equipment support in an acute care environment

## NOS Version Control

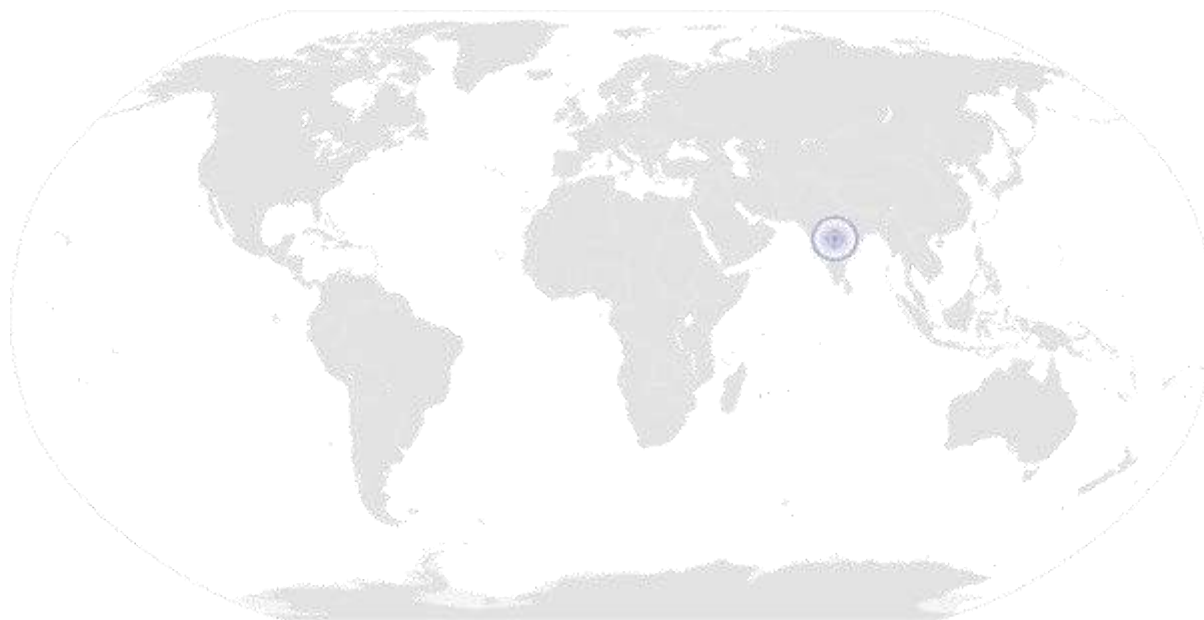
NOS Code	HSS/ N 2602		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15





HSS/ N 2603: Identify and move to maintain a sterile field

# National Occupational Standards



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## Overview

This OS unit is to identify and move around a sterile environment and to ensure that infection control principles are maintained by Operating Theatre Technician.

**HSS/ N 2603: Identify and move to maintain a sterile field**

National Occupational Standard

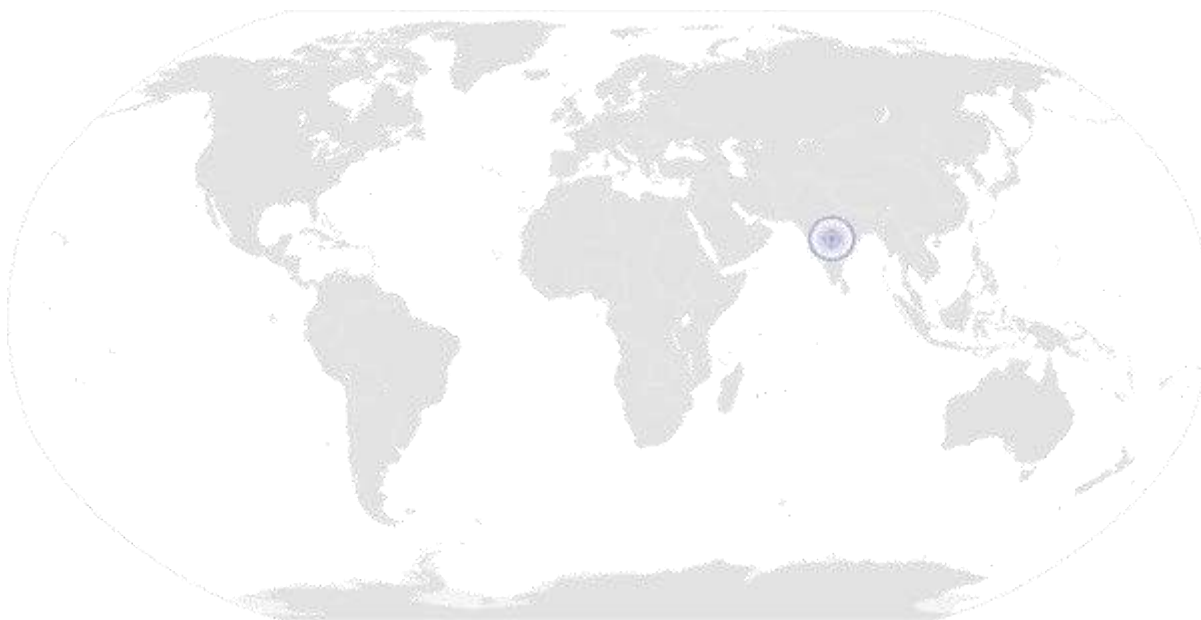
<b>Unit Code</b>	<b>HSS/ N 0104</b>
<b>Unit Title (Task)</b>	<b>Identify and move to maintain a sterile field</b>
<b>Description</b>	This OS unit is to identify and move around a sterile environment and to ensure that infection control principles are maintained by Operating Theatre Technician.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Assisting in maintaining sterile field in operation theatre</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Wear proper attire correctly and ensure that it conforms with hospital and enterprise policy and procedures</p> <p>PC2. Follow standard infection control guidelines to reduce risk of infection</p> <p>PC3. Move and carry out activities that are consistent with duties being performed</p> <p>PC4. Conform with aseptic principles when moving around a sterile field to ensure</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safety and environmental aspects related to workplace operation</p> <p>KA2. Relevant protocols, good practices, standards, policies and procedures while transferring the patient</p> <p>KA3. Use equipment and techniques correctly to avoid injury or inconvenience to the patient</p> <p>KA4. Wear personal protective attire as per protocols</p> <p>KA5. Work will be performed within a prescribed range of functions, generally within a team environment, involving known routines and procedures</p> <p>KA6. Carry out all work according to safe working guidelines</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The factors influencing growth of micro-organisms (environmental conditions)</p> <p>KB2. The transmission methods of pathogenic organisms</p> <p>KB3. Communication techniques and pathways in the operating room</p> <p>KB4. Definition of sterile and the sterilisation process</p> <p>KB5. Possible hazards in the sterile environment</p> <p>KB6. How to sterile draped trolleys and equipment</p> <p>KB7. How to apply personal hygiene</p> <p>KB8. How to move around a sterile field</p> <p>KB9. Aseptic techniques in the operating suite</p> <p>KB10. Asepsis involves the prevention of contamination of a sterile field</p> <p>KB11. How to complete all activities accurately and in a timely and safe manner</p> <p>KB12. How to coordinate required processes effectively</p>

**HSS/ N 2603: Identify and move to maintain a sterile field**

	<p>KB13. How to ensure that work is completed systematically with attention to detail , without damage to equipment or injury to oneself or others</p> <p>KB14. How to liaise effectively with theatre staff</p> <p>KB15. How to assist the patient in moving from the bed to the stretcher/wheelchair or vice versa by using correct body mechanics</p> <p>KB16. How to check all equipment before moving the patient. Also ensure safety of additional equipment like catheter while moving the patient</p> <p>KB17. The location where the patient needs to be transported</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	Not Applicable
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Read and interpret instructions for equipment, workplace safety or procedure manual</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Ask question</p> <p>SA3. Listen and understand workplace instruction</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. How to use proper body mechanics while moving the patient</p> <p>SB2. When assistance or additional help is required</p> <p>SB3. Which equipment to use and how to use them to ensure patient safety</p>
	<b>Plan and Organise</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB4. How to complete all activities accurately and in a timely and safe manner</p>
	<b>Patient Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Have patience</p> <p>SB6. Assist the patient in moving using body mechanics correctly</p> <p>SB7. Ensure that the patient is safe during the transferring and prevent injuries to the limbs</p> <p>SB8. Always check if there is rush on the other side of a door before opening it to prevent collision</p>
	<b>Problem Solving</b>

**HSS/ N 2603: Identify and move to maintain a sterile field**

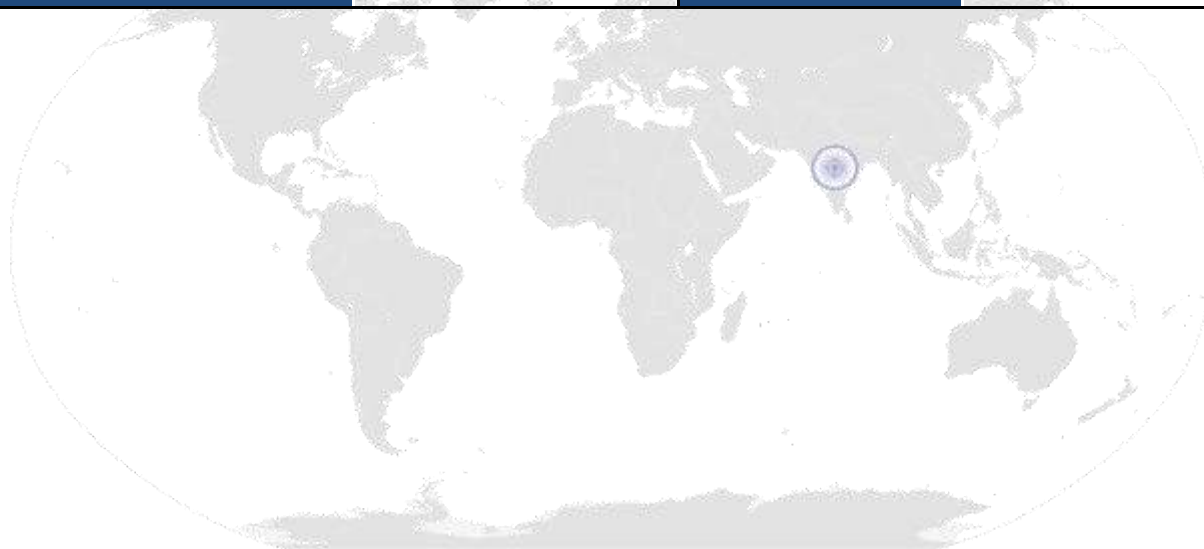
	The user/individual on the job needs to know and understand how to:
	SB9. Look for solution to problem
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB10. Coordinate required processes effectively SB11. Ensure work is completed systematically with attention to details without damage to equipment or injury to oneself or others
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB12. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action



HSS/ N 2603: Identify and move to maintain a sterile field

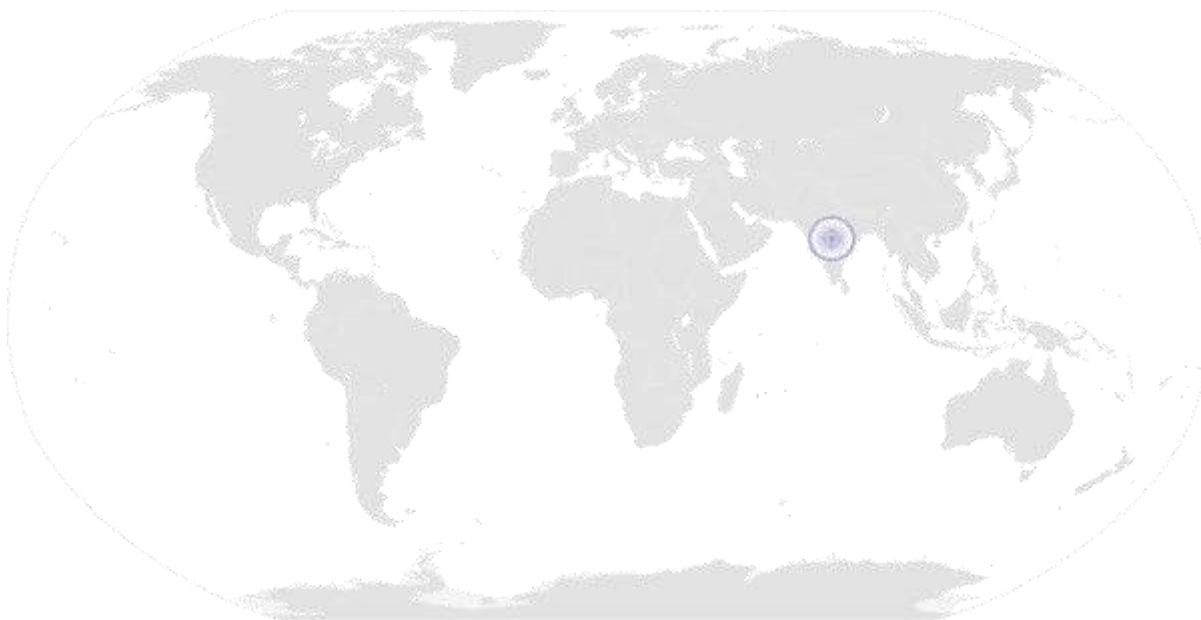
## NOS Version Control

NOS Code	HSS/ N 2603		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 2604: Follow infection control policies and procedures

# National Occupational Standards



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## Overview

This OS unit is about complying with infection control policies and procedures.

**HSS/ N 2604: Follow infection control policies and procedures**

National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 2604</b>
<b>Unit Title (Task)</b>	<b>Follow infection control policies and procedures</b>
<b>Description</b>	This OS unit is about complying with infection control policies and procedures. It is applicable to workers who are responsible for workplace procedures to maintain infection control.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Complying with an effective infection control strategy with an effective infection control strategy that ensures the safety of the patient (or end-user of health-related products/services)</li> <li>Maintaining personal protection and preventing the transmission of infections from person to person</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements</p> <p>PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection</p> <p>PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter</p> <p>PC4. Identify infection risks and implement an appropriate response within own role and responsibility</p> <p>PC5. Document and report activities and tasks that put patients and/or other workers at risk</p> <p>PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization</p> <p>PC7. Follow procedures for risk control and risk containment for specific risks</p> <p>PC8. Follow protocols for care following exposure to blood or other body fluids as required</p> <p>PC9. Place appropriate signs when and where appropriate</p> <p>PC10. Remove spills in accordance with the policies and procedures of the organization</p> <p>PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination</p> <p>PC12. Follow hand washing procedures</p> <p>PC13. Implement hand care procedures</p> <p>PC14. Cover cuts and abrasions with water-proof dressings and change as necessary</p> <p>PC15. Wear personal protective clothing and equipment that complies with Indian Standards, and is appropriate for the intended use</p> <p>PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled</p>



### HSS/ N 2604: Follow infection control policies and procedures

	<p>and where appropriate, after each patient contact</p> <p>PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work</p> <p>PC18. Confine records, materials and medicaments to a well-designated clean zone</p> <p>PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone</p> <p>PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste</p> <p>PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified</p> <p>PC22. Store clinical or related waste in an area that is accessible only to authorised persons</p> <p>PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release</p> <p>PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements</p> <p>PC25. Wear personal protective clothing and equipment during cleaning procedures</p> <p>PC26. Remove all dust, dirt and physical debris from work surfaces</p> <p>PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled</p> <p>PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols</p> <p>PC29. Dry all work surfaces before and after use</p> <p>PC30. Replace surface covers where applicable</p> <p>PC31. Maintain and store cleaning equipment</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's infection control policies and procedures</p> <p>KA2. Organisation requirements relating to immunisation, where applicable</p> <p>KA3. Standard precautions</p> <p>KA4. Good personal hygiene practice including hand care</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Additional precautions</p> <p>KB2. Aspects of infectious diseases including:</p> <ul style="list-style-type: none"> <li>- opportunistic organisms</li> <li>- pathogens</li> </ul> <p>KB3. Basic microbiology including:</p> <ul style="list-style-type: none"> <li>- bacteria and bacterial spores</li> <li>- fungi</li> <li>- viruses</li> </ul>

### HSS/ N 2604: Follow infection control policies and procedures

	<p>KB4. How to clean and sterile techniques</p> <p>KB5. The path of disease transmission:</p> <ul style="list-style-type: none"> <li>- paths of transmission including direct contact and penetrating injuries</li> <li>- risk of acquisition</li> <li>- sources of infecting microorganisms including persons who are carriers, in the incubation phase of the disease or those who are acutely ill</li> </ul> <p>KB6. Effective hand hygiene:</p> <ul style="list-style-type: none"> <li>- procedures for routine hand wash</li> <li>- procedures for surgical hand wash</li> <li>- when hands must be washed</li> </ul> <p>KB7. Good personal hygiene practice including hand care</p> <p>KB8. Identification and management of infectious risks in the workplace</p> <p>KB9. How to use personal protective equipment such as:</p> <ul style="list-style-type: none"> <li>- guidelines for glove use</li> <li>- guidelines for wearing gowns and waterproof aprons</li> <li>- guidelines for wearing masks as required</li> <li>- guidelines for wearing protective glasses</li> </ul> <p>KB10. Susceptible hosts including persons who are immune suppressed, have chronic diseases such as diabetes and the very young or very old</p> <p>KB11. Surface cleaning:</p> <ul style="list-style-type: none"> <li>- cleaning procedures at the start and end of the day</li> <li>- managing a blood or body fluid spill</li> <li>- routine surface cleaning</li> </ul> <p>KB12. Sharps handling and disposal techniques</p> <p>KB13. The following:</p> <ul style="list-style-type: none"> <li>○ Follow infection control guidelines</li> <li>○ Identify and respond to infection risks</li> <li>○ Maintain personal hygiene</li> <li>○ Use personal protective equipment</li> <li>○ Limit contamination</li> <li>○ Handle, package, label, store transport and dispose of clinical and other waste</li> <li>○ Clean environmental surfaces</li> </ul>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Consistently apply hand washing, personal hygiene and personal protection protocols</p> <p>SA2. Consistently apply clean and sterile techniques</p> <p>SA3. Consistently apply protocols to limit contamination</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Follow instructions as specified in the protocols</p>

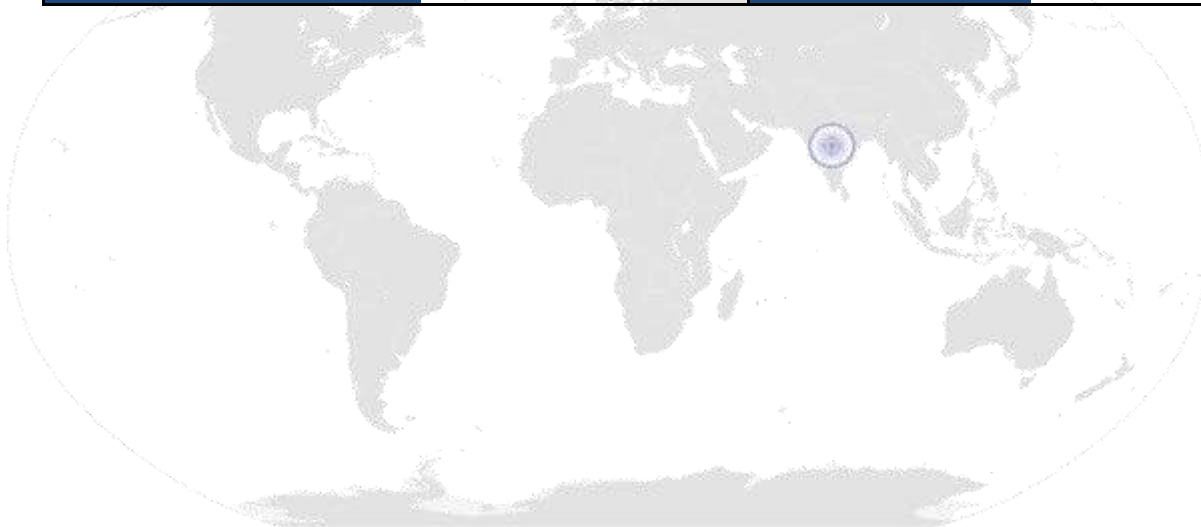
**HSS/ N 2604: Follow infection control policies and procedures**

	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Listen patiently</p> <p>SA2. Provide feedback (verbal and non-verbal) to encourage smooth flow of information</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues</p> <p>SB2. Apply additional precautions when standard precautions are not sufficient</p>
	<b>Plan and Organise</b>
	<p>The user/individual on the job needs to:</p> <p>SB3. Consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate)</p> <p>SB4. Consistently follow the procedure for washing and drying hands</p> <p>SB5. Consistently limit contamination</p> <p>SB6. Consistently maintain clean surfaces and manage blood and body fluid spills</p>
	<b>Patient Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Be a good listener and be sensitive to patient</p> <p>SB8. Avoid unwanted and unnecessary communication with patients</p> <p>SB9. Maintain eye contact and non-verbal communication</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Communicate only facts and not opinions</p> <p>SB11. Give feedback when required</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Coordinate required processes effectively</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action</p> <p>SB14. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues</p>

HSS/ N 2604: Follow infection control policies and procedures

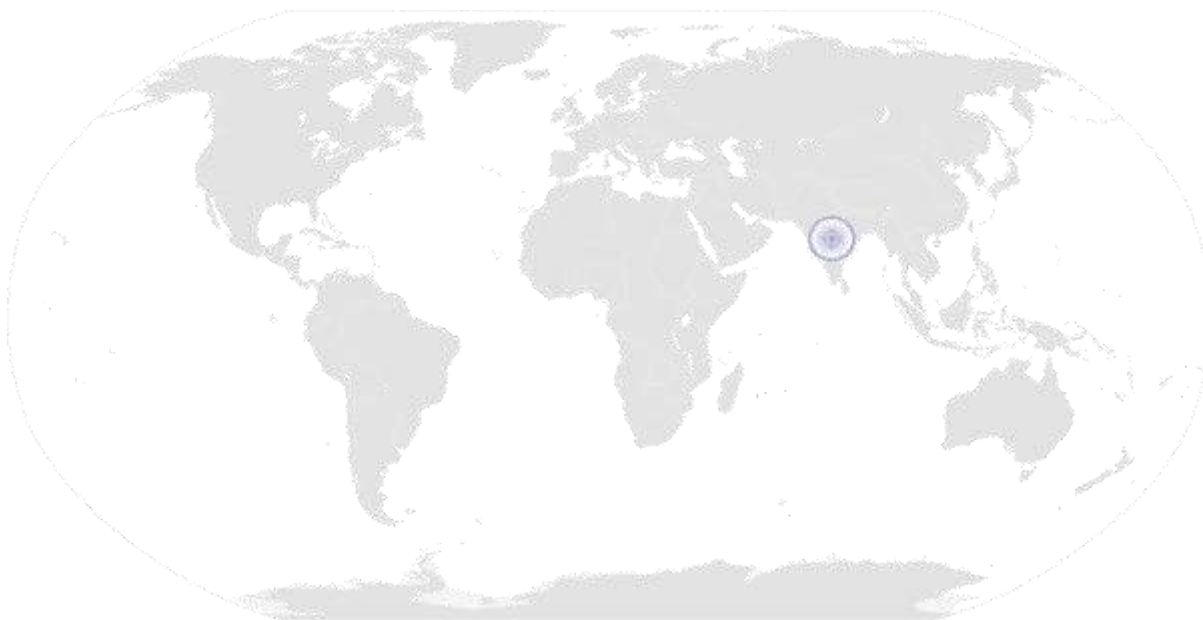
## NOS Version Control

NOS Code	HSS/ N 2604		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 2605 Manage and maintain theater equipment

# National Occupational Standards



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## Overview

**This OS unit is about Provide routine care and handling of equipment within the operating suite by Operating Theatre Technician.**

## HSS/ N 2605 Manage and maintain theater equipment

Unit Code	HSS/ N 2605
Unit Title (Task)	Manage and maintain theater equipment
Description	This OS unit is about Provide routine care and handling of equipment within the operating suite by Operating Theatre Technician. This OS is to provide basic maintenance support, equipment set-up and other routine duties in relation to operating theatre equipment.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Applying a broad knowledge base and a range of well-developed skills to select, prepare, operate, maintain and handle equipment within operating suite by operating theatre technician</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify equipment and equipment consumables required for each theatre case , referencing with the operating theatre team, operating list and surgeon preferences</p> <p>PC2. Set up equipment and consumables, correctly position and check in accordance with organisation policy and procedures and manufacturer's specifications</p> <p>PC3. Assemble, connect and test components as required</p> <p>PC4. Re-position equipment during theatre procedures as required</p> <p>PC5. Document the use of theatre equipment if required</p> <p>PC6. Withdraw from use and replace equipment if considered not safe for use</p> <p>Identify minor equipment problems</p> <p>PC7. Correct minor equipment problems are corrected</p> <p>PC8. Ensure equipment is referred to a maintenance specialist for appropriate maintenance</p> <p>PC9. Maintain maintenance log book as required by organisation policy and procedure</p> <p>PC10. Schedule equipment for maintenance according to the needs of the operating theatre</p> <p>PC11. Maintain communication with relevant operating theatre staff in relation to equipment maintenance</p> <p>PC12. Follow shut-down procedures in accordance with manufacturer's recommendations</p> <p>PC13. Correctly assemble and disassemble equipment as required</p> <p>PC14. Clean equipment in accordance with organisation policy and procedures</p> <p>PC15. Safely store equipment in accordance with manufacturer's recommendations</p> <p>PC16. Provide instruction on equipment operation to individual members of the theatre team as required by supervisor</p> <p>PC17. Provide in-service training on basic equipment operation as required</p> <p>PC18. Participate as required in team evaluations of equipment being considered</p>



### HSS/ N 2605 Manage and maintain theater equipment

	<p>for potential purchase</p> <p>PC19. Assess equipment from a theatre technician's perspective</p> <p>PC20. Provide advice to the team evaluation as required</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Standard procedures to prevent infection spread and maintain medical asepsis followed by organisation</p> <p>KA2. Personal hygiene protocols</p> <p>KA3. Infection control policy and procedures in relation to operating theatre equipment</p> <p>KA4. Disposal of biomedical waste as per guidelines</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Intra-operative patient safety concerning the location and movement of equipment</p> <p>KB2. Medical and operating room terms used relevant to the worker's role</p> <p>KB3. Medico-legal implications in relation to the use of equipment by the technician in the operating suite environment</p> <p>KB4. Work health and safety (WHS) procedures in relation to operating theatre equipment</p> <p>KB5. Relevant anatomy and physiology required to appreciate the set-up and operation of operating theatre equipment</p> <p>KB6. Surgical and interventional procedures undertaken in the operating theatre</p> <p>KB7. The following:</p> <ul style="list-style-type: none"> <li>○ Select and prepare operating theatre equipment for use by the theatre team</li> <li>○ Provide operational and maintenance support to operating theatre equipment</li> <li>○ Disassemble and store operating theatre equipment safely</li> <li>○ Orient theatre team to operating theatre equipment</li> <li>○ Participate in operating theatre equipment evaluations</li> </ul>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Record and report routine control protocols</p> <p>SA2. Use reading and writing skills as required to fulfil job roles in a safe manner and as specified by organisation at a level of skill that includes the ability to understand symbols used in WHS signs, reading workplace safety pamphlets or procedure manuals, and reading labels</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Follow instructions as specified</p> <p>SA4. Use reading and writing skills as required to fulfil job roles in a safe manner</p>

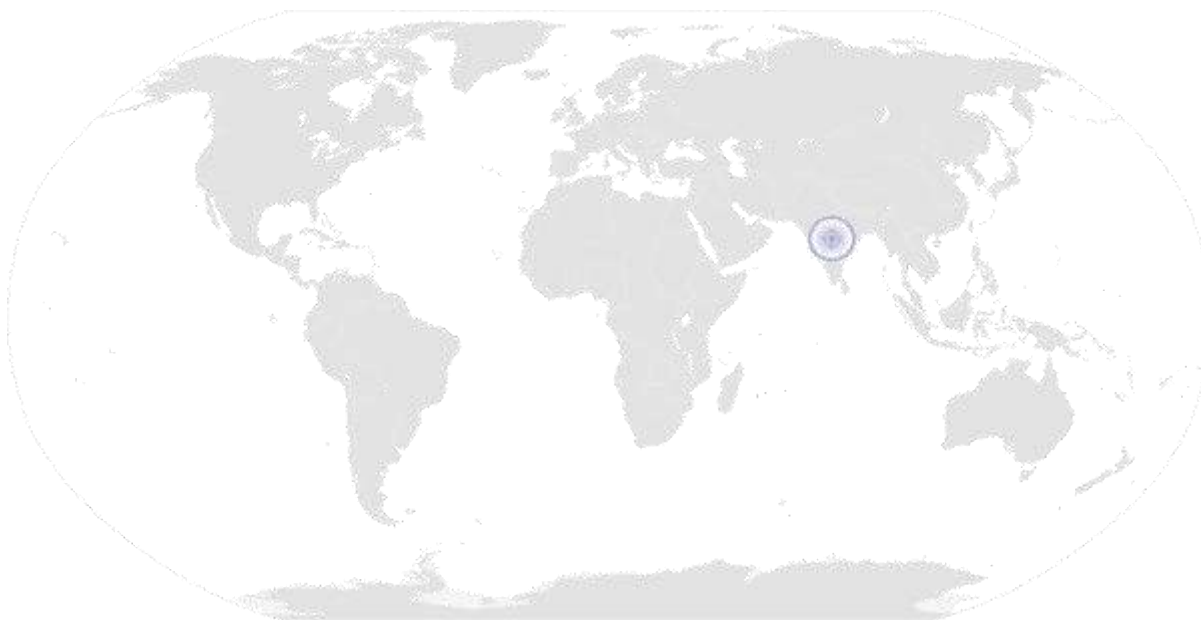


### HSS/ N 2605 Manage and maintain theater equipment

	and as specified by organisation at a level of skill that includes the ability to understand symbols used in WHS signs, reading workplace safety pamphlets or procedure manuals, and reading labels
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:
	SA5. Interact with the patient and explain the importance of infection control SA6. Make observations and communicate them correctly to the nurse or other medical professionals
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. Identify basic and routine faults and problems with operating theatre equipment SB2. Identify the range and purpose of a range of operating theatre equipment and consumables
	<b>Plan and Organise</b>
	The user/individual on the job needs to know and understand on how to:
	SB3. Follow procedures for timely set-up, trouble-shooting, shut-down, cleaning and storage of operating theatre equipment SB4. Be prepared with appropriate personal protective gear
	<b>Patient Centricity</b>
	The user/individual on the job needs to:
	SB5. Display empathy with patients and relatives SB6. Comply with patient privacy requirements SB7. Keep all equipment used on the patient clean
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	SB8. Solve problems including an ability to use available resources SB9. Deal with conflict
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB10. Recognise boundary of role in relation to maintenance of operating theatre equipment SB11. Recognise hazards related to the use of each item of a range of operating theatre equipment SB12. Hand wash procedure to ensure utmost hygiene SB13. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

**HSS/ N 2605 Manage and maintain theater equipment**

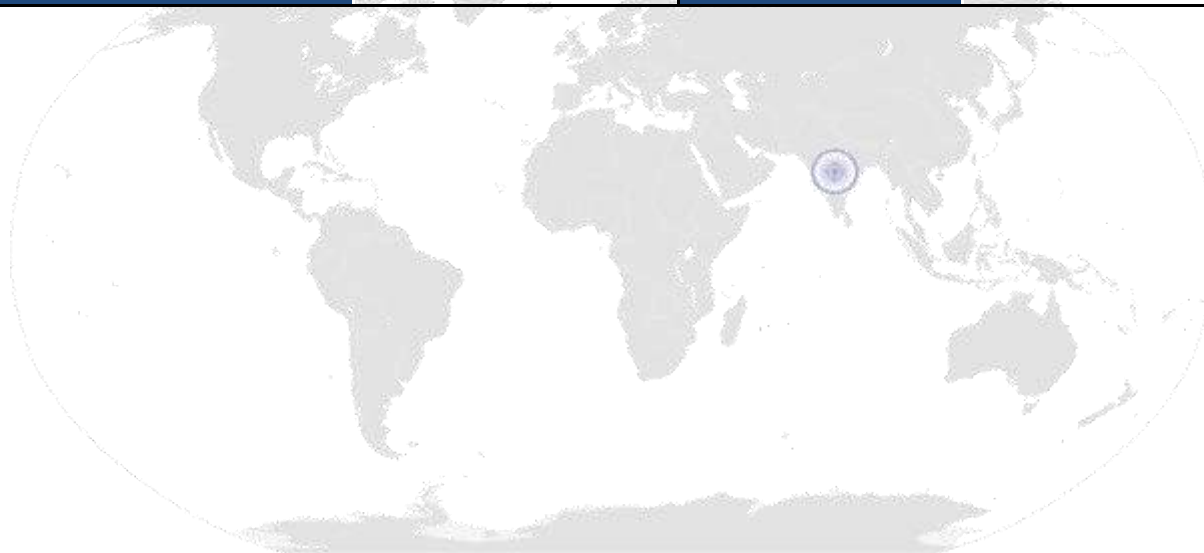
	Critical Thinking
	<p>The user needs to know and understand how to:</p> <p>SB14. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action</p>



HSS/ N 2605 Manage and maintain theater equipment

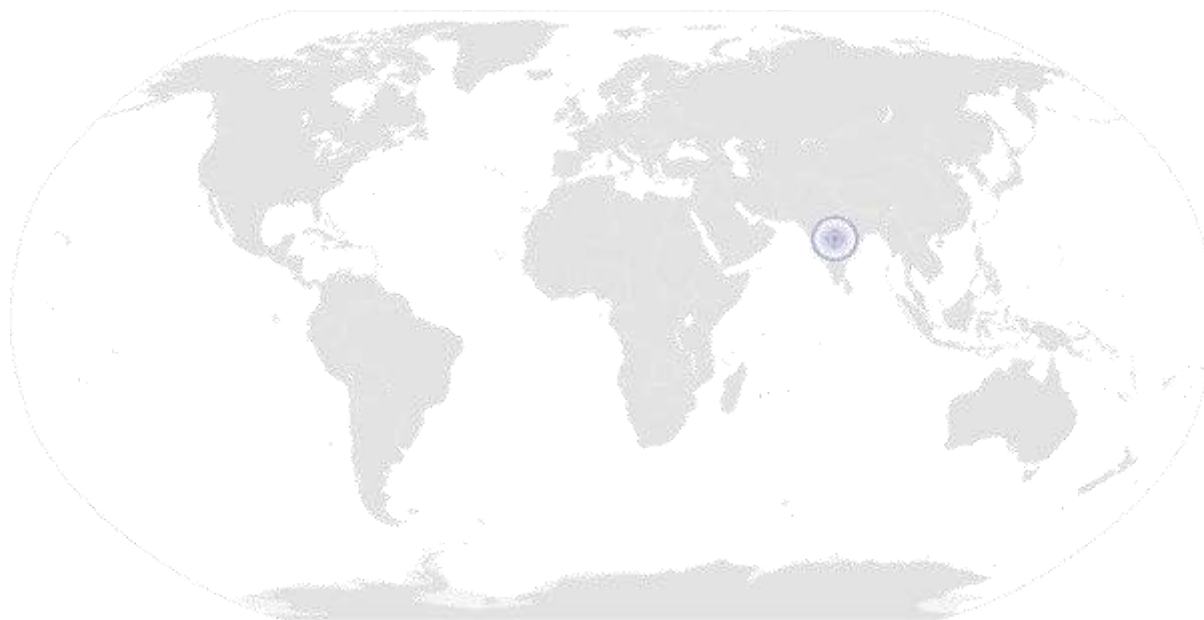
## NOS Version Control

NOS Code	HSS/ N 2605		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 2606: Prepare patient for operative procedures

# National Occupational Standards



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## Overview

This OS unit is about preparation of patients for operative procedures by Operating theatre technician. This OS is to provide assistance in the preparation and care of the patient in the operating department prior to operative and anaesthetic procedures.

## HSS/ N 2606: Prepare patient for operative procedures

National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 2606</b>
<b>Unit Title (Task)</b>	<b>Prepare patient for operative procedures</b>
<b>Description</b>	This OS unit is about assisting with preparation of patients for operative procedures by Operating theatre technician. This OS is to provide assistance in the preparation and care of the patient in the operating department prior to operative and anaesthetic procedures.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Assist in performing a defined range of function and known routines and procedures, in consultation with the anaesthetist and the operating room team</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Use personal protective equipment correctly</p> <p>PC2. Prepare patients as required</p> <p>PC3. Safely detach equipment when no longer required with minimum risk of damage to patient, staff or equipment</p> <p>PC4. Safely store equipment in accordance with manufacturer's recommendations, or prepare ready for re-use</p> <p>PC5. Follow established procedures if equipment is found to be faulty</p> <p>PC6. Identify correct operating table and table orientation before patient is transferred</p> <p>PC7. Inform relevant personnel of actions to be performed</p> <p>PC8. Detach equipment not required</p> <p>PC9. Safely and correctly adjust equipment attached to patient during transfer</p> <p>PC10. Maintain a safe working area and clear passage at all times and follow correct manual handling procedures</p> <p>PC11. Minimise patient discomfort</p> <p>PC12. Re-connect and position equipment once transfer is completed</p> <p>PC13. Maintain patient's dignity before, during and after transfer</p> <p>PC14. Inform patient of positioning procedure, reassure and seek co-operation as required</p> <p>PC15. Ensure relevant equipment is available and correctly positioned</p> <p>PC16. Take into account individual patient needs and confirm with relevant personnel</p> <p>PC17. Protect patient from injury during positioning procedures</p> <p>PC18. Follow correct manual handling procedures and seek assistance if required</p> <p>PC19. Safely position patient to meet the requirements of the anaesthetist and surgeon</p> <p>PC20. Seek confirmation of correct position from anaesthetist and surgeon</p> <p>PC21. Hold patient in correct position as required by anaesthetist and surgeon</p>

### HSS/ N 2606: Prepare patient for operative procedures

	PC22. Maintain patient's dignity
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. All activities are carried out in accordance with organisation policies, procedures and infection control guidelines and under the direction of operating room health professional</p> <p>KA2. How to perform the different procedures</p> <p>KA3. What is the significance of each procedure in patient management</p> <p>KA4. Following standard procedures and policies to prevent spread of infection, avoid discomfort to the patient and ensure continued treatment</p> <p>KA5. How to use the equipment meant to perform the procedure</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Anatomy and physiology relevant to safe patient handling (e.g. transfers, positioning)</p> <p>KB2. Functions of relevant equipment</p> <p>KB3. Infection control procedures</p> <p>KB4. Medical terms used in the operating room relevant to the worker's role</p> <p>KB5. Medico-legal implications of technician's role and work procedures</p> <p>KB6. Work health and safety (WHS) procedures</p> <p>KB7. Range of positions required for operative procedures as per organisation policy and surgeon preference</p> <p>KB8. Risks and precautions in relation to anaesthetic procedures relevant to the theatre technician's role</p> <p>KB9. Risks and precautions in relation to patient positioning</p> <p>KB10. The use of equipment, aids and attachments for patient positioning</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Recording and reporting patient's condition</p> <p>SA2. Demonstrate patient transfer techniques</p> <p>SA3. Use patient positioning techniques and identify hazards</p> <p>SA4. Use correct procedures for attachment and detachment of relevant equipment from patients in the operating room</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read organisation policy and procedures for patient confidentiality and privacy</p>
	<b>Oral Communication (Listening and Speaking skills)</b>

### HSS/ N 2606: Prepare patient for operative procedures

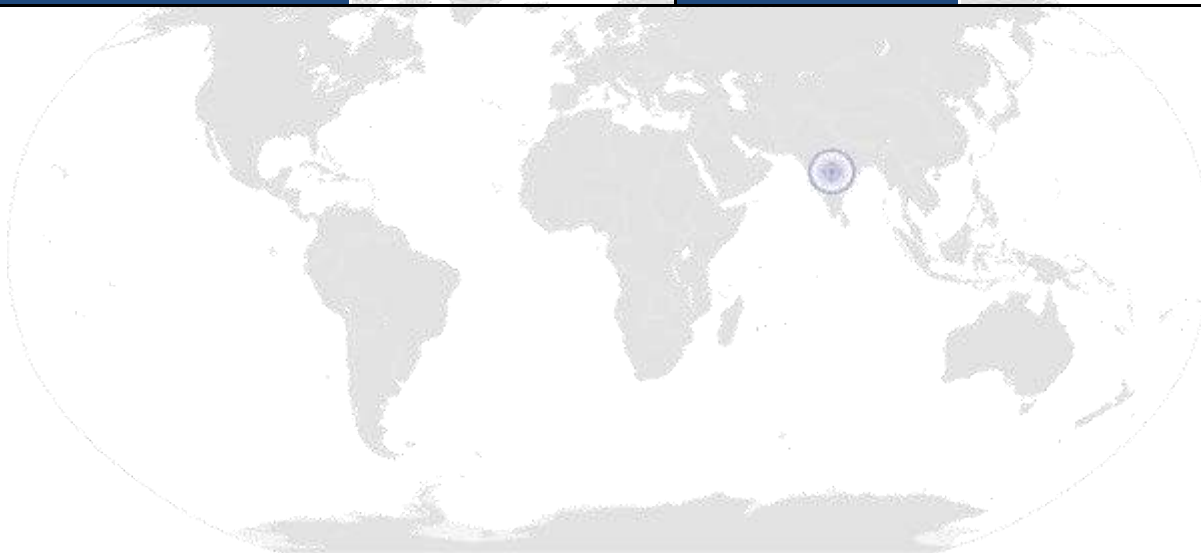
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Communicate to the patient at every stage of the procedure</p> <p>SA7. Understand patients request and try to incorporate them</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. The most appropriate technique of performing the procedure</p> <p>SB2. Make minor modifications in the procedure to improve patients comfort</p> <p>SB3. Report the unusual observations to the nurse</p>
	<b>Plan and Organise</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB4. Ensure that the equipment for the procedure is in place and functioning normally</p>
	<b>Patient Centricity</b>
	<p>The user/individual on the job needs to know and ensure to:</p> <p>SB5. Be sensitive to the patients</p> <p>SB6. Stop, modify or update the technique of the procedure based on patient's convenience</p> <p>SB7. Use manual handling procedures</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Modify the procedure to enhance comfort levels</p> <p>SB9. Work as part of a team and follow directions from operating room health professionals</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Manoeuvre a procedure in order to reduce discomfort or pain to the patient</p> <p>SB11. Use patient positioning techniques and identify hazards</p> <p>SB12. How to minimise wastage of resources when performing a procedure</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action</p> <p>SB14. Use correct procedures for attachment and detachment of relevant equipment from patients in the operating room</p>



HSS/ N 2606: Prepare patient for operative procedures

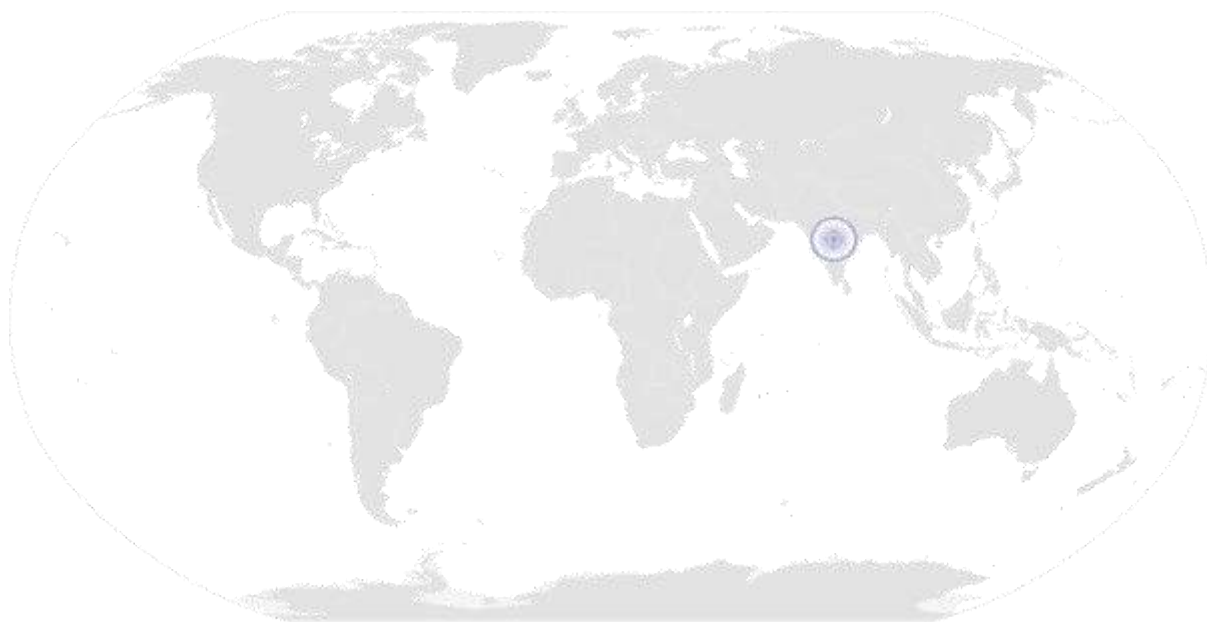
## NOS Version Control

NOS Code	HSS/ N 2606		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 2607 Provide intra-operative equipment and technical support

# National Occupational Standards



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## Overview

This OS unit is about Providing Intra-Operative equipment and technical support by Operating Theatre Technician. Intra-operative by OTT is important for continued support to provide equipment and technical support during operative procedure.

**HSS/ N 2607 Provide intra-operative equipment and technical support**

National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 2607</b>
<b>Unit Title (Task)</b>	<b>Provide intra-operative equipment and technical support</b>
<b>Description</b>	This OS unit is about to Provide intra-operative equipment and technical support by Operating Theatre Technician. Intra-operative by OTT is important for continued support to provide equipment and technical support during operative procedure.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Monitoring the performance of equipment used</li> <li>Attaching and detaching the patient from equipment as required</li> <li>Adjusting surgical equipment</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must:</p> <p>PC1. Observe equipment to ensure correct operation</p> <p>PC2. Switch on warning devices and ensure that it is registering that the equipment is safe</p> <p>PC3. Ensure gas, electrical, vacuum supplies are adequate for procedure at hand and/or back-up supply is available</p> <p>PC4. Observe equipment whilst in use and, if a fault develops, take immediate action to avoid danger to patients, staff and equipment</p> <p>PC5. Follow established procedures to rectify faulty equipment</p> <p>PC6. Use personal protective equipment</p> <p>PC7. Select appropriate patient attachments and ensure equipment is attached safely and securely to appropriate sites</p> <p>PC8. Re-position patient attachments during theatre procedures as required</p> <p>PC9. Safely detach patient attachments when no longer required with minimum risk of damage to patient, staff or equipment</p> <p>PC10. Provide counter-traction during orthopaedic and plastic procedures and manipulations as directed</p> <p>PC11. Select correct irrigation for operative procedure under the guidance of the surgical medical staff in correct sequence as required</p> <p>PC12. Check irrigation type, sterile integrity and expiry date</p> <p>PC13. Connect irrigation to sterile giving set using correct aseptic techniques</p> <p>PC14. Change irrigation using aseptic techniques</p> <p>PC15. Communicate the volume, type and number of irrigation bags to scout nurse</p> <p>PC16. Dispose of used bags/giving sets according to organisational policy and procedures</p> <p>PC17. Turn on/off surgical equipment under the guidance of medical staff and within manufacturers guidelines</p> <p>PC18. Connect surgical equipment to electrical, vacuum, gas supply as required, and in accordance with standard operating procedures</p>

### HSS/ N 2607 Provide intra-operative equipment and technical support

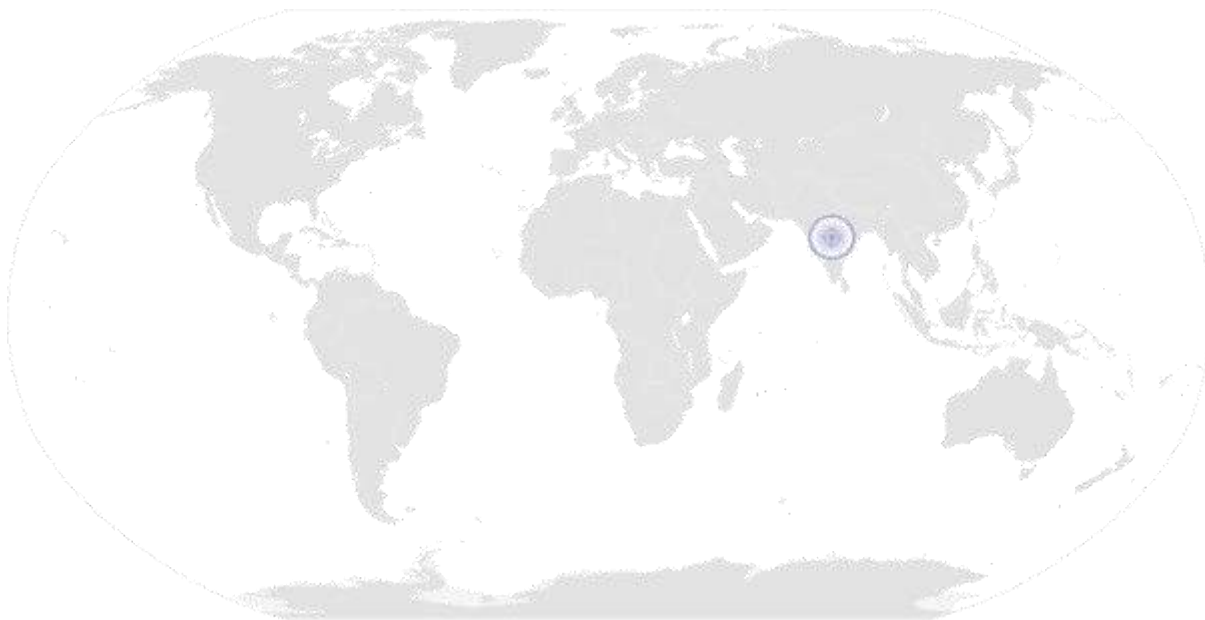
	<p>PC19. Adjust surgical equipment settings to suit the surgical medical staff and in consultation with anaesthetic medical staff as required and within manufacturers guidelines</p> <p>PC20. Communicate readings to surgical/anaesthetic medical staff as required</p> <p>PC21. Communicate alarms/warnings, abnormal readings and equipment usage times to medical staff as required</p> <p>PC22. Use aseptic techniques to pass sterile equipment/lines from the surgical team and connect to surgical equipment</p> <p>PC23. Disconnect /reconnect surgical equipment, move and adjust during medical emergencies, repositioning of patient and/or change of surgical procedure under the guidance of medical and nursing staff</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Work health and safety(WHS) procedures</p> <p>KA2. Overview of operating room air-conditioning and ventilation systems and their impact on the technician's role and work practices</p> <p>KA3. Medical terms used in the operating room relevant to the technician's role</p> <p>KA4. Medico-legal requirements relevant to role and scope of work practice</p> <p>KA5. Properties of matter relevant to the technician's role and work practice</p> <p>KA6. Range of positions required for operative procedures</p> <p>KA7. All activities are carried out in accordance with organisational policies, procedures and infection control guidelines and under the direction of operating room health professionals</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Manufacturer's instructions of surgical equipment</p> <p>KB2. Anatomy and physiology relevant to safe use of surgical equipment</p> <p>KB3. Basic principles of electricity</p> <p>KB4. Patient positioning aides and attachments</p> <p>KB5. Functions of relevant equipment</p> <p>KB6. Hazards and precautions of surgical equipment</p> <p>KB7. Hazards and precautions of various patient positions</p> <p>KB8. Hazards associated with irrigation administration</p> <p>KB9. Infection control procedures</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to:</p> <p>SA1. Report is accurately</p> <p>SA2. Submit the reporting to a nurse or a medical officer</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Follow instructions as specified on the file</p>

**HSS/ N 2607 Provide intra-operative equipment and technical support**

	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Verify the observations by asking questions to the patient</p> <p>SA5. Communicate the observations to the nurse verbally</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to:</p> <p>SB1. Recognise hazards related to the use of each item of a range of operating theatre equipment</p> <p>SB2. Know which type of observations need to be reported immediately v/s which observations are to be reported as routine</p>
	<b>Plan and Organise</b>
	<p>The user/individual on the job needs to:</p> <p>SB3. Work as part of a team and follow directions from operating room health professionals</p>
	<b>Patient Centricity</b>
	<p>The user/individual on the job needs to know and ensure:</p> <p>SB4. Intra-operative patient and staff safety concerning the settings of surgical equipment</p> <p>SB5. Maintain patient confidentiality</p> <p>SB6. How to be sensitive to the patients</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Identify basic and routine faults and problems with surgical equipment</p> <p>SB8. Provide simple solutions</p> <p>SB9. Deal with difficult co-workers and conflict</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Differentiate between what is a serious observation vs. a routine observation</p> <p>SB11. Use correct procedures for:</p> <ul style="list-style-type: none"> <li>• adjustment of surgical equipment</li> <li>• attachment and detachment of relevant equipment from patients in the operating room</li> <li>• maintenance of sterility</li> <li>• turning on/ shutting down surgical equipment</li> </ul>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p>

**HSS/ N 2607 Provide intra-operative equipment and technical support**

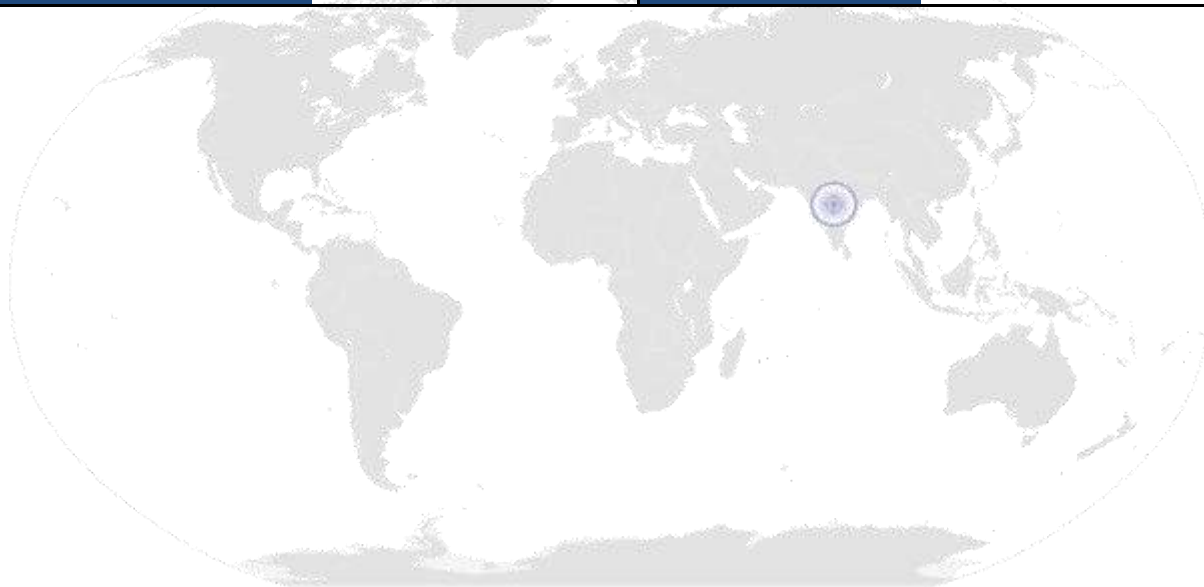
	<p>SB12. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action</p> <p>SB13. Use correct sequencing for the movement and connection of surgical equipment in relation to sterile equipment placement, anaesthetic and surgical team requirements</p>
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HSS/ N 2607 Provide intra-operative equipment and technical support

## NOS Version Control

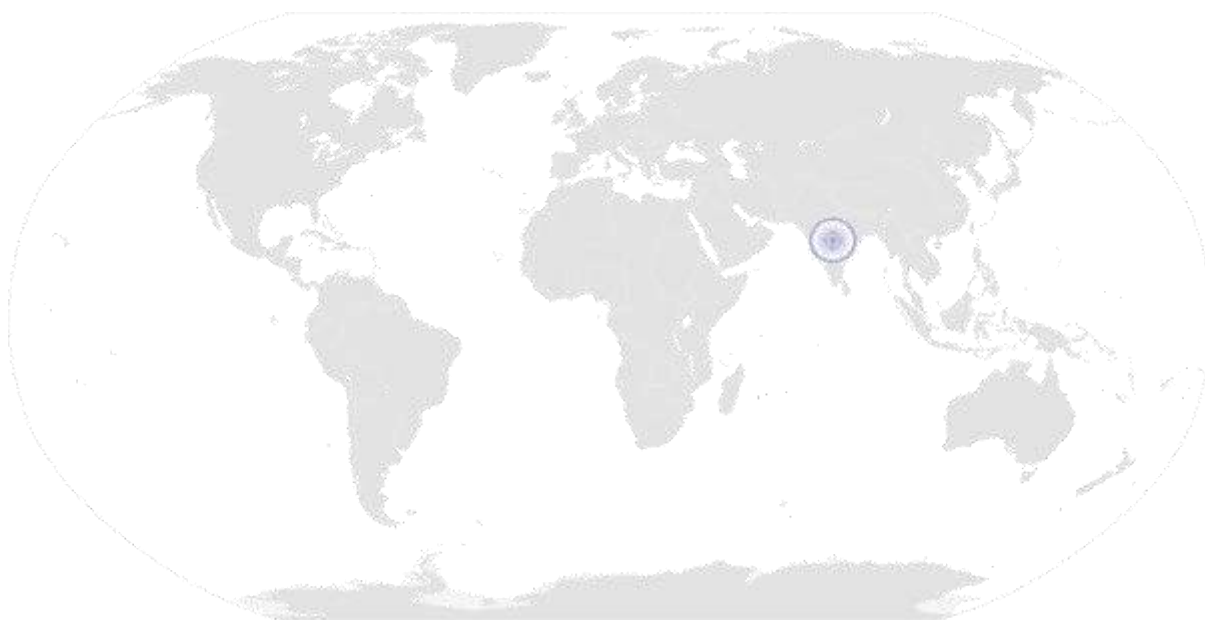
NOS Code	HSS/ N 2607		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15





HSS/ N 2608: Assist anaesthetist in handling emergencies outside of OT Room

# National Occupational Standards



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## Overview

This OS unit is about Providing Intra-Operative equipment and technical support by Operating Theatre Technician. Intra-operative by OTT is important for continued support to provide equipment and technical support during operative procedure.

## HSS/ N 2608: Assist anaesthetist in handling emergencies outside of OT Room

National Occupational Standard

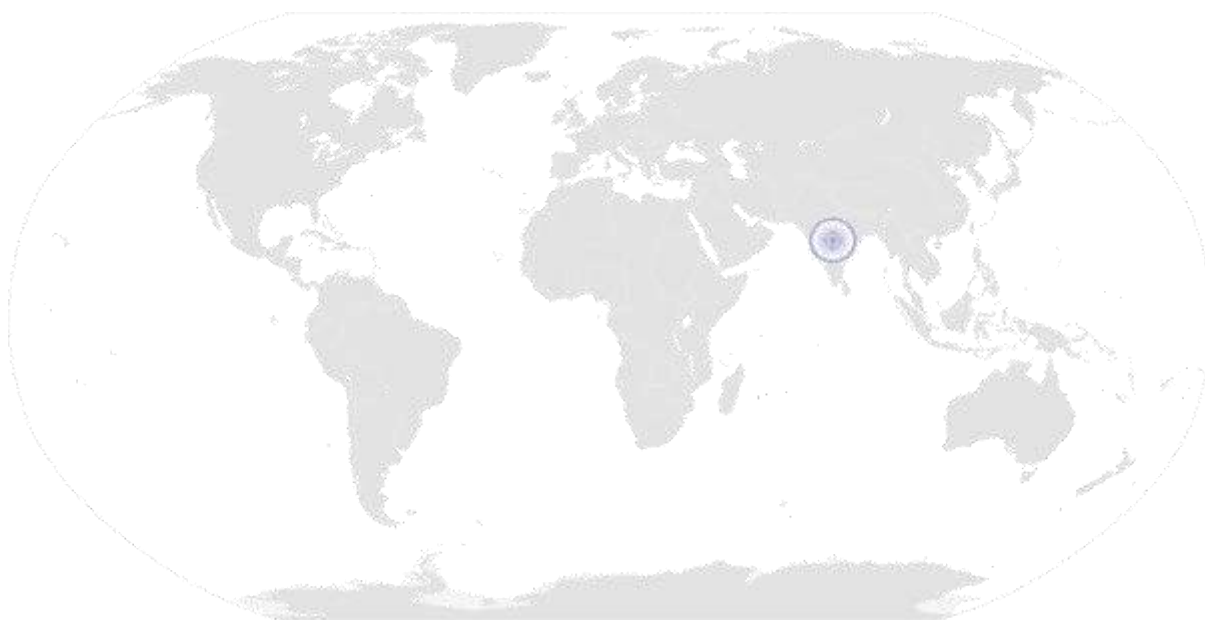
<b>Unit Code</b>	<b>HSS/ N 2608</b>
<b>Unit Title (Task)</b>	<b>Assist anaesthetist in handling emergencies outside of OT Room</b>
<b>Description</b>	This OS unit is about assisting the anaesthetist in handling emergencies outside the OT room.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Handle patient outside OT Room</li> <li>• Assisting anaesthetist outside OT Room</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must:</p> <p>PC1. Prepare emergency kit to handle areas outside OT Room</p> <p>PC2. Ensure that written policies must be in place to ensure necessary personnel, equipment, and procedures to handle medical and other emergencies that may arise in connection with services provided</p> <p>At a minimum, there should be</p> <p>PC3. Ensure observation and monitoring of the patients condition is sufficient to identify emergencies as soon as they occur</p> <p>PC4. Ensure any signs or symptoms of a clinical emergency is identified correctly and reported to the appropriate clinician</p> <p>PC5. Ensure the priorities for the patients care are identified promptly and accurately and appropriate action is taken immediately</p> <p>PC6. Ensure the patients vital functions are maintained pending attendance of medical staff and during interventions</p> <p>PC7. Ensure the relevant items of equipment are obtained promptly, prepared correctly for use and made available to the appropriate clinician</p> <p>PC8. Go along with Anaesthesia Kit</p> <p>PC9. Assist in intervention pain management, nerve management</p>
<b>Knowledge and Understanding (K)</b>	
<b>B. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Work health and safety(WHS) procedures</p> <p>KA2. Medico-legal requirements relevant to role and scope of work practice</p> <p>KA3. Properties of matter relevant to the technician's role and work practice</p> <p>KA4. RAll activities are carried out in accordance with organisational policies, procedures and infection control guidelines and under the direction of health professionals/Anaesthetist</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Written protocols for handling emergency situations, including medical emergencies and internal and external disasters</p>

### HSS/ N 2608: Assist anaesthetist in handling emergencies outside of OT Room

	<p>KB2. How to follow emergency protocols appropriately</p> <p>KB3. Patient positioning aides and attachments</p> <p>KB4. Functions of relevant equipment</p> <p>KB5. Hazards and precautions of surgical equipment</p> <p>KB6. Hazards and precautions of various patient positions</p> <p>KB7. Infection control procedures</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to:
	<p>SA1. Record the report accurately</p> <p>SA2. Submit the reporting to a nurse or a medical officer</p>
	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Follow instructions as specified on the file</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:
	<p>SA4. Verify the observations by asking questions to the patient</p> <p>SA5. Communicate the observations to the nurse verbally</p>
	<b>Decision Making</b>
	The user/individual on the job needs to:
<b>B. Professional Skills</b>	<p>SB1. Recognise hazards related to the use of each item outside OT room</p> <p>SB2. Know which type of observations need to be reported immediately v/s which observations are to be reported as routine</p>
	<b>Plan and Organise</b>
	The user/individual on the job needs to:
	SB3. Work as part of a team and follow directions
	<b>Patient Centricity</b>
	The user/individual on the job needs to know and ensure:
	<p>SB4. Maintain patient confidentiality</p> <p>SB5. How to be sensitive to the patients</p>
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	<p>SB6. Identify basic and routine faults and problems with surgical equipment</p> <p>SB7. Provide simple solutions</p> <p>SB8. Deal with difficult co-workers and conflict</p>
	<b>Analytical Thinking</b>

### HSS/ N 2608: Assist anaesthetist in handling emergencies outside of OT Room

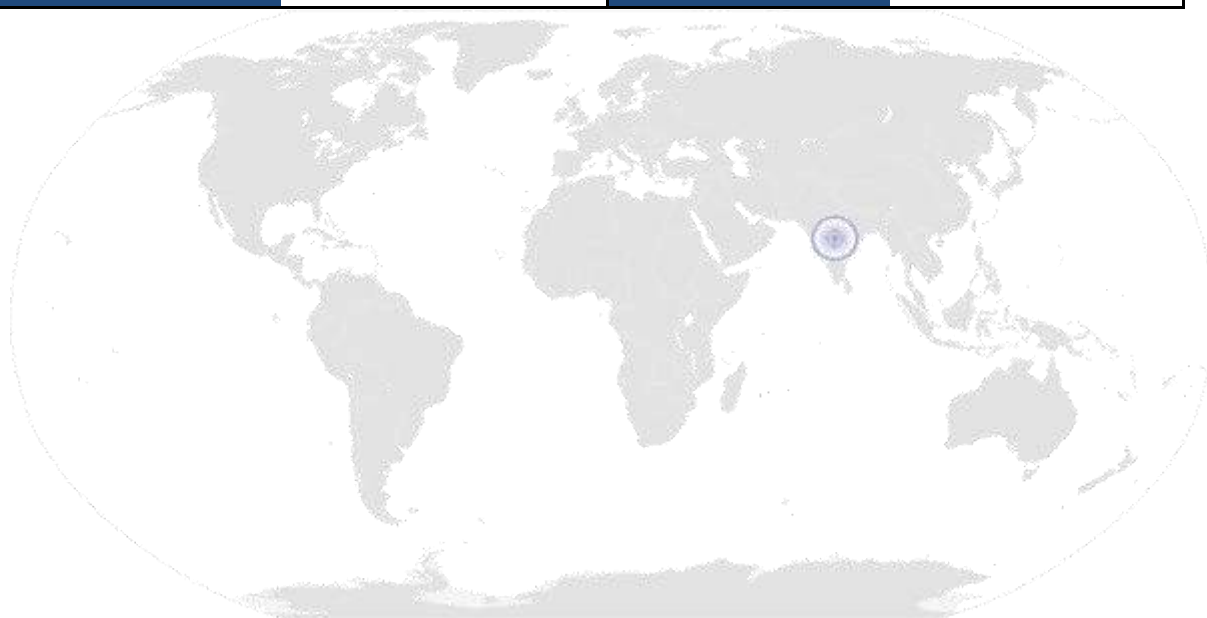
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Differentiate between what is a serious observation vs. a routine observation</p> <p>SB10. Use correct procedures for:</p> <ul style="list-style-type: none"> <li>• adjustment of surgical equipment</li> <li>• attachment and detachment of relevant equipment from patients</li> <li>• maintenance of sterility</li> </ul>
	<p><b>Critical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Apply, analyse, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to belief and action</p> <p>SB12. Use correct sequencing for the movement and connection of surgical equipment in relation to sterile equipment placement, anaesthetic and surgical team requirements</p>



HSS/ N 2608: Assist anaesthetist in handling emergencies outside of OT Room

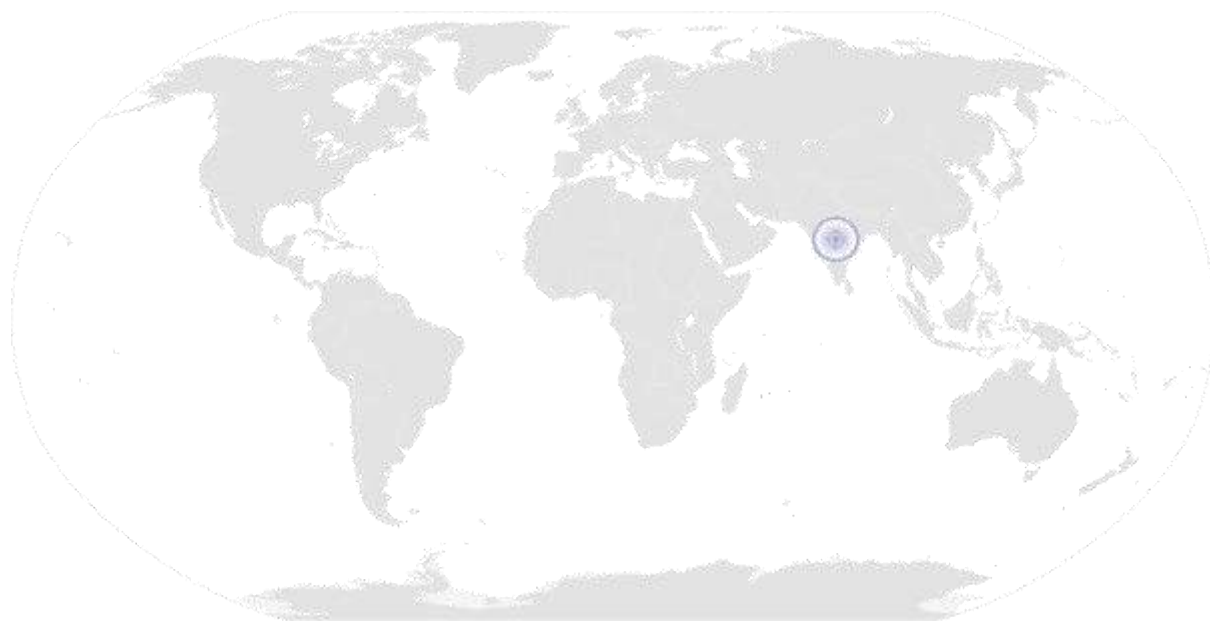
## NOS Version Control

NOS Code	HSS/ N 2608		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 2609: Manage hazardous waste

# National Occupational Standards



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## Overview

This OS unit is about management of hazardous waste by the Operating theatre technician.

## HSS/ N 2609: Manage hazardous waste

National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 2609</b>
<b>Unit Title (Task)</b>	<b>Manage hazardous waste</b>
<b>Description</b>	This OS unit is about managing hazardous waste disposal i.e. handle, package, collect, treat and dispose of hazardous waste in accordance with applicable regulations.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Handle, collect and dispose of the hazardous waste</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must:</p> <p>PC1. Coordinate the hazardous waste management program</p> <p>PC2. Provide technical assistance and support</p> <p>PC3. Collect and dispose chemical hazardous waste</p> <p>PC4. Properly identify, segregate, handle, label, and store waste</p> <p>PC5. Ensure that all waste packaging, handling, and storage containers are free from contamination and physical hazards prior to removal from the work area</p> <p>PC6. Segregate waste streams for proper waste disposal</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Work health and safety(WHS) procedures</p> <p>KA2. Medico-legal requirements relevant to role and scope of work practice</p> <p>KA3. Properties of matter relevant to the technician's role and work practice</p> <p>KA4. RAll activities are carried out in accordance with organisational policies, procedures and infection control guidelines and under the direction of health professionals/Anaesthetist</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. That only trained person shall manage chemical hazardous waste</p> <p>KB2. Do not mix general waste with hazardous wastes or package general waste in hazardous waste containers</p> <p>KB3. The hazardous wastes not to be dumped down a drain, discharged to sanitary sewer, discarded with regular trash, or allowed to evaporate to atmosphere</p> <p>KB4. Not to neutralize or dilute hazardous waste solutions to meet criteria for sink disposal, unless approved by authority</p> <p>KB5. Hazardous waste containers must be in good condition, compatible with the waste stored therein, and not be in danger of leaking</p> <p>KB6. Hazardous waste containers must be closed at all times during storage, except when waste is being added</p> <p>KB7. Funnels should not remain in waste containers after filling</p> <p>KB8. Containers must be clearly and legibly labeled Hazardous Waste, with the</p>

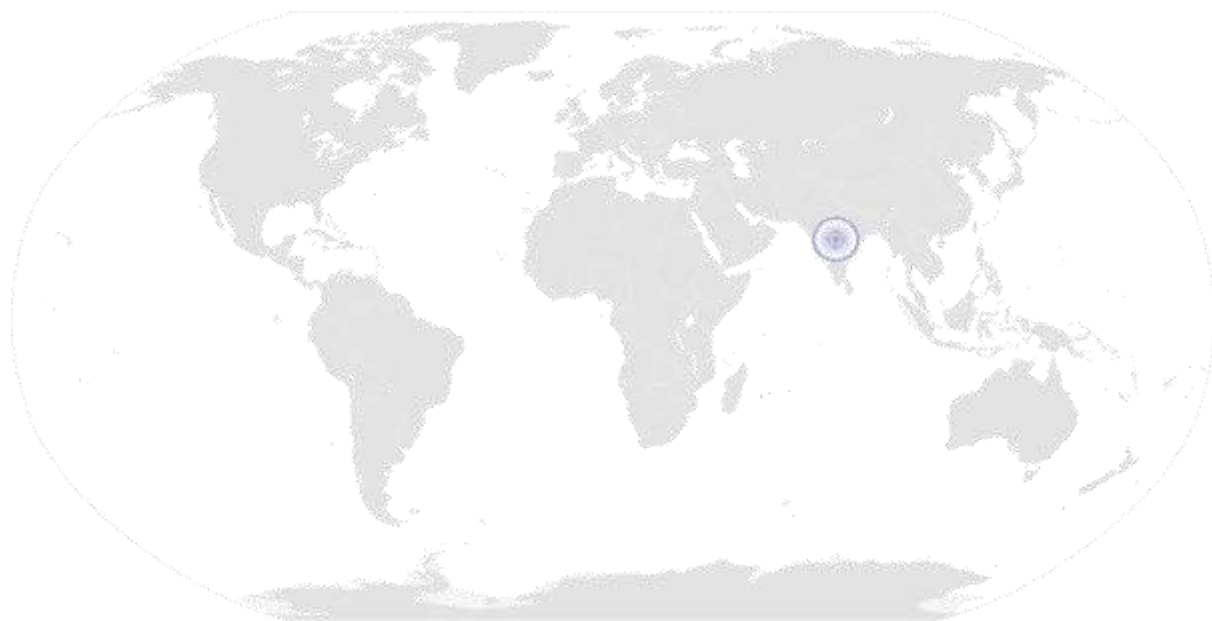


**HSS/ N 2609: Manage hazardous waste**

	chemical name (no abbreviations or chemical formulas) and quantity (percentage) of the contents listed. The label must be firmly attached to the container
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to:
	SA1. Record the waste disposal report accurately SA2. Submit the reporting to the concerned department
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:  SA3. Follow instructions as specified
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:  SA4. Communicate the observations to the concerned person and department
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to:
	SB1. Recognise hazards related to the use of each item outside OT room SB2. Know which type of observations need to be reported immediately v/s which observations are to be reported as routine
	<b>Plan and Organise</b>
	The user/individual on the job needs to:
	SB3. Work as part of a team and follow directions
	<b>Patient Centricity</b>
	The user/individual on the job needs to know and ensure:
	SB4. How to maintain clean environment to prevent spread of infection
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	SB5. Identify basic problems related to generated waste and disposal SB6. How to deal with unidentified chemicals and contaminated equipment
	<b>Analytical Thinking</b>
	Not Applicable
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB7. Apply, analyse, and evaluate the information gathered from observation,

**HSS/ N 2609: Manage hazardous waste**

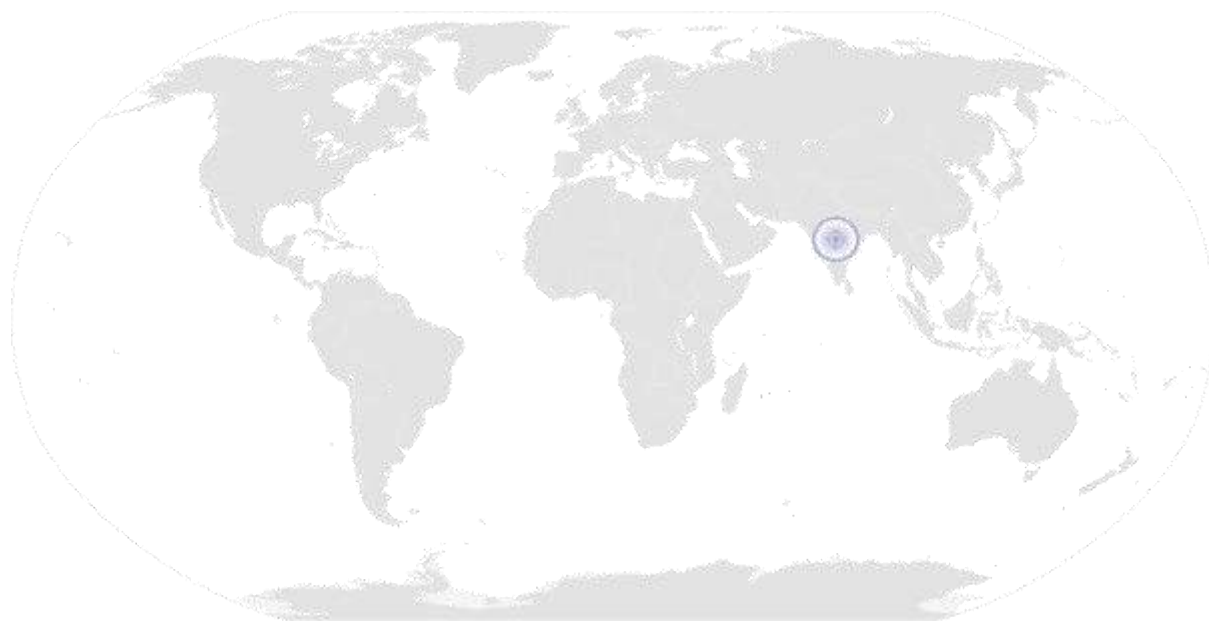
	experience, reasoning, or communication, as a guide to belief and action
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HSS/ N 2609: Manage hazardous waste

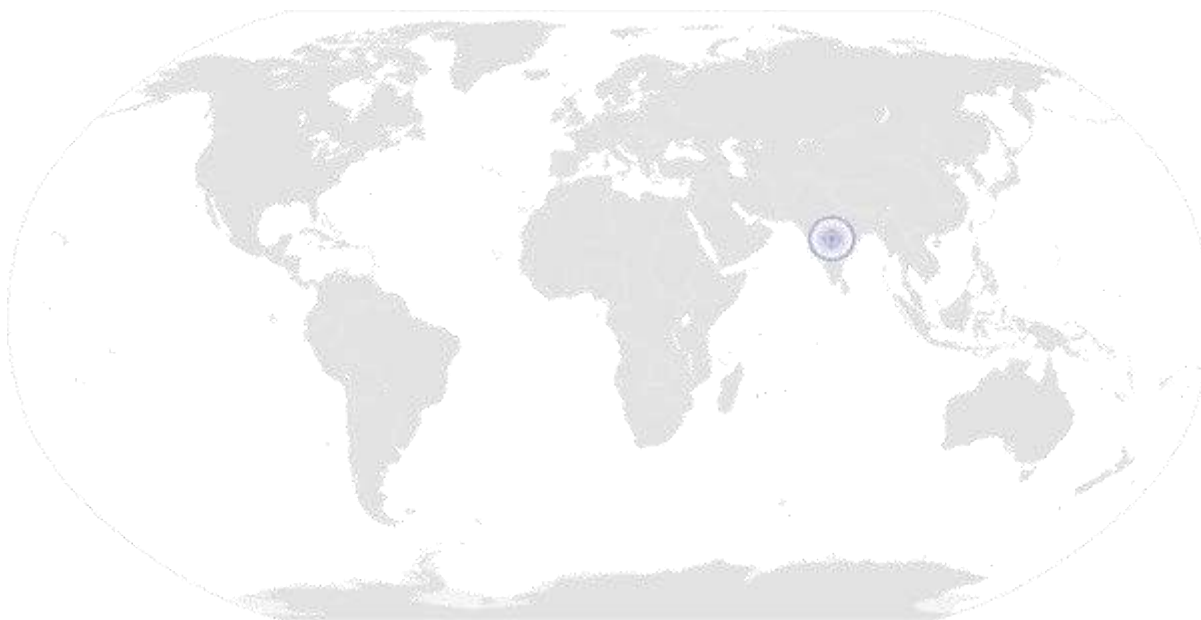
## NOS Version Control

NOS Code	HSS/ N 2609		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
Occupation	OT Technician	Next review date	22/05/15



HSS/ N 9602: Ensure availability of medical and diagnostic supplies

# National Occupational Standards



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## Overview

This Occupational Standard describes the knowledge, understanding and skills required of an allied health professional to ensure adequate availability of diagnostic kits, primary care medicines, treatment and other medical supplies at all times.

**HSS/ N 9602: Ensure availability of medical and diagnostic supplies**

National Occupational Standard

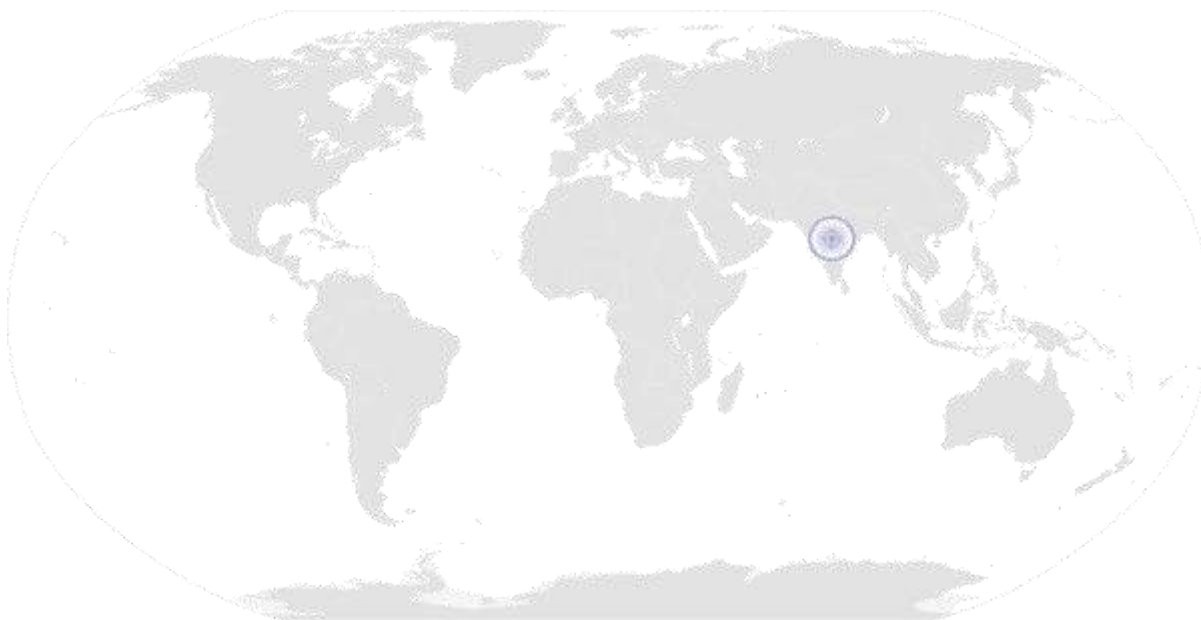
<b>Unit Code</b>	<b>HSS/ N 9602</b>
<b>Unit Title (Task)</b>	<b>Ensure availability of medical and diagnostic supplies</b>
<b>Description</b>	This OS unit is about ensuring availability of medical and diagnostic supplies to meet actual and anticipated demand. This OS unit is applicable to all allied health professionals required to maintain a supply of medical or diagnostic materials
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Anticipating demand and ensuring availability of adequate medical and diagnostic supplies</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Maintain adequate supplies of medical and diagnostic supplies</p> <p>PC2. Arrive at actual demand as accurately as possible</p> <p>PC3. Anticipate future demand based on internal, external and other contributing factors as accurately as possible</p> <p>PC4. Handle situations of stock-outs or unavailability of stocks without compromising health needs of patients/ individuals</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Centres for restocking supplies</p> <p>KA2. Guidelines on anticipating demand for medical and diagnostic supplies</p> <p>KA3. Contents of all diagnostic and medical kits</p> <p>KA4. Guidelines on procurement and storage of medical and diagnostic kits</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to arrive at actual demand for medical and diagnostic supplies</p> <p>KB2. How to anticipate demand</p> <p>KB3. How to maintain/ safely store existing supplies</p> <p>KB4. How to maintain records of available supplies</p> <p>KB5. How to request additional supplies</p>
<b>Skills (S) (Optional)</b>	

**HSS/ N 9602: Ensure availability of medical and diagnostic supplies**

<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:  SA1. Write at least one local/ official language used in the local community SA2. Write well enough to be classified as literate SA3. Record availability of supplies SA4. Provide written requests for additional supplies when required
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:  SA5. Read well enough to be classified as literate SA6. Read records and registers for medical supplies SA7. Read instructions and pamphlets provided as part of training for ordering or maintaining supplies
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:  SA8. Speak at least one local language SA9. Communicate effectively to request additional supplies when required
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:  SB1. Decide on the level of anticipated demand SB2. Decide when to procure additional supplies SB3. Decide quantities of medical supplies to request
<b>B. Professional Skills</b>	<b>Plan and Organise</b>
	The user/individual on the job needs to know and understand:  SB4. How to plan availability of medical supplies SB5. How to place requests for supplies ahead of time in order to have adequate supplies at all times
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to:  SB6. Cater to the need of patients/ individuals for specific medical supplies
	<b>Problem Solving</b>

**HSS/ N 9602: Ensure availability of medical and diagnostic supplies**

	The user/individual on the job needs to know and understand how to:
	SB7. Handle non-availability of medical supplies or diagnostic kits when required
	<b>Analytical Thinking</b>
	Not applicable
	<b>Critical Thinking</b>
	Not applicable

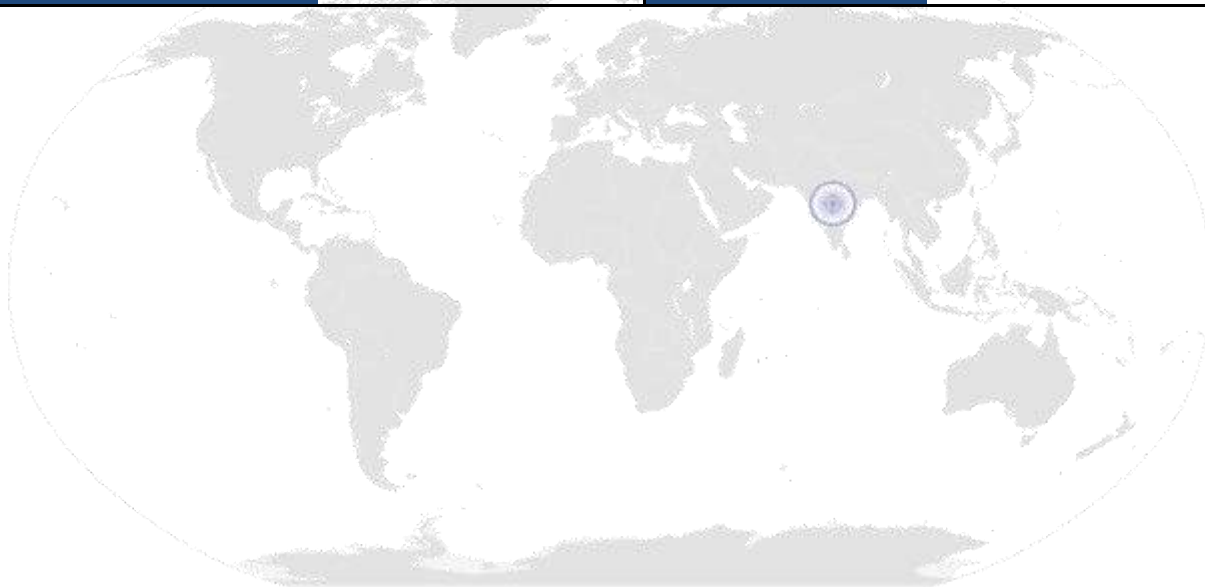




HSS/ N 9602: Ensure availability of medical and diagnostic supplies

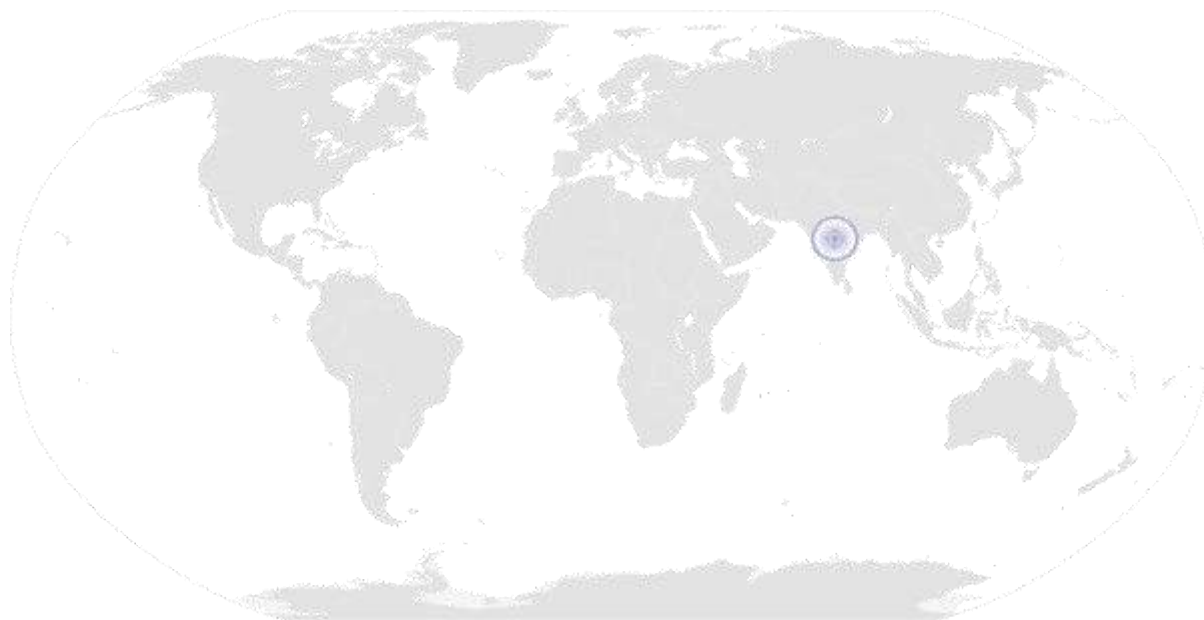
## NOS Version Control

NOS Code	HSS/ N 9602		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	RPL2	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9603: Act within the limits of one's competence and authority

# National Occupational Standards



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## Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health Professional to recognise the boundaries of the role and responsibilities and working within the level of competence in accordance with legislation, protocols and guidelines

**HSS/ N 9603: Act within the limits of one's competence and authority**

National Occupational Standard	<b>Unit Code</b>	<b>HSS/ N 9603</b>
	<b>Unit Title (Task)</b>	<b>Act within the limits of one's competence and authority</b>
	<b>Description</b>	<p>This OS unit is about recognising the boundaries of the role and responsibilities and working within the level of competence in accordance with legislation, protocols and guidelines</p> <p>This is applicable to all Allied Health Professionals working in an organised, regulated environment</p>
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Acting within the limit of one's competence and authority; <ul style="list-style-type: none"> <li>Knowing one's job role</li> <li>Knowing one's job responsibility</li> <li>Recognising the job role and responsibilities of co workers</li> </ul> </li> </ul> <p><b>Reference:</b> 'This National Occupational Standard is from the UK Skills for Health suite [SFHGEN63, Act within the limits of your competence and authority] It has been tailored to apply to healthcare in India and has been reproduced with their permission'.</p>
	<b>Performance Criteria (PC) wrt The Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
		<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Adhere to legislation, protocols and guidelines relevant to one's role and field of practice</p> <p>PC2. Work within organisational systems and requirements as appropriate to one's role</p> <p>PC3. Recognise the boundary of one's role and responsibility and seek supervision when situations are beyond one's competence and authority</p> <p>PC4. Maintain competence within one's role and field of practice</p> <p>PC5. Use relevant research based protocols and guidelines as evidence to inform one's practice</p> <p>PC6. Promote and demonstrate good practice as an individual and as a team member at all times</p> <p>PC7. Identify and manage potential and actual risks to the quality and safety of practice</p> <p>PC8. Evaluate and reflect on the quality of one's work and make continuing improvements</p>
	<b>Knowledge and Understanding (K)</b>	

**HSS/ N 9603: Act within the limits of one's competence and authority**

<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The relevant legislation, standards, policies, and procedures followed in the organisation</p> <p>KA2. The medical procedures and functioning of required medical equipment</p> <p>KA3. Role and importance of assisting other healthcare providers in delivering care</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The boundaries of one's role and responsibilities and other team members</p> <p>KB2. The reasons for working within the limits of one's competence and authority</p> <p>KB3. The importance of personally promoting and demonstrating good practice</p> <p>KB4. The legislation, protocols and guidelines effecting one's work</p> <p>KB5. The organisational systems and requirements relevant to one's role</p> <p>KB6. The sources of information that can be accessed to maintain an awareness of research and developments in one's area of work</p> <p>KB7. The difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances</p> <p>KB8. The risks to quality and safety arising from:</p> <ul style="list-style-type: none"> <li>○ Working outside the boundaries of competence and authority</li> <li>○ Not keeping up to date with best practice</li> <li>○ Poor communication</li> <li>○ Insufficient support</li> <li>○ Lack of resources</li> </ul> <p>KB9. The importance of individual or team compliance with legislation, protocols, and guidelines and organisational systems and requirements</p> <p>KB10. How to Report and minimise risks</p> <p>KB11. The principle of meeting the organisation's needs, and how this should enable one to recognise one's own limitations and when one should seek support from others</p> <p>KB12. The processes by which improvements to protocols/guidelines and organisational systems/requirements should be reported</p> <p>KB13. The procedure for accessing training, learning and development needs for oneself and/or others within one's organisation</p> <p>KB14. The actions that can be taken to ensure a current, clear and accurate understanding of roles and responsibilities is maintained, and how this affects the way one work as an individual or part of a team</p>
<b>Skills (S)</b>	
<b>A. Core Skills /Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document reports, task lists, and schedules</p> <p>SA2. Prepare status and progress reports</p> <p>SA3. Record daily activities</p> <p>SA4. Update other co-workers</p> <p><b>Reading Skills</b></p>

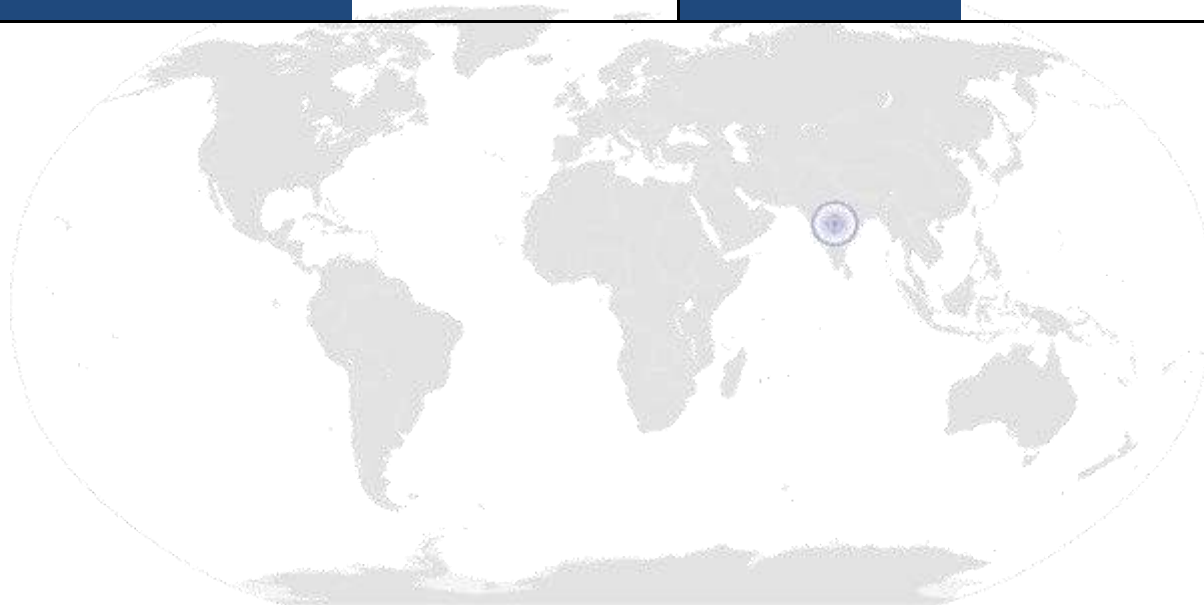
**HSS/ N 9603: Act within the limits of one's competence and authority**

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read about changes in legislations and organisational policies</p> <p>SA6. Keep updated with the latest knowledge</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA8. Give clear instructions to patients and co-workers</p> <p>SA9. Keep patient informed about progress</p> <p>SA10. Avoid using jargon, slang or acronyms when communicating with a patient</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the concerned area of work in relation to job role</p> <p><b>Plan and Organise</b></p> <p>Not applicable</p> <p><b>Patient Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Communicate effectively with patients and their family, physicians, and other members of the health care team</p> <p>SB3. Be responsive and listen empathetically to establish rapport in a way that promotes openness on issues of concern</p> <p>SB4. Be sensitive to potential cultural differences</p> <p>SB5. Maintain patient confidentiality</p> <p>SB6. Respect the rights of the patient(s)</p> <p><b>Problem Solving</b></p> <p>Not applicable</p> <p><b>Analytical Thinking</b></p> <p>Not applicable</p> <p><b>Critical Thinking</b></p> <p>Not applicable</p>

HSS/ N 9603: Act within the limits of one's competence and authority

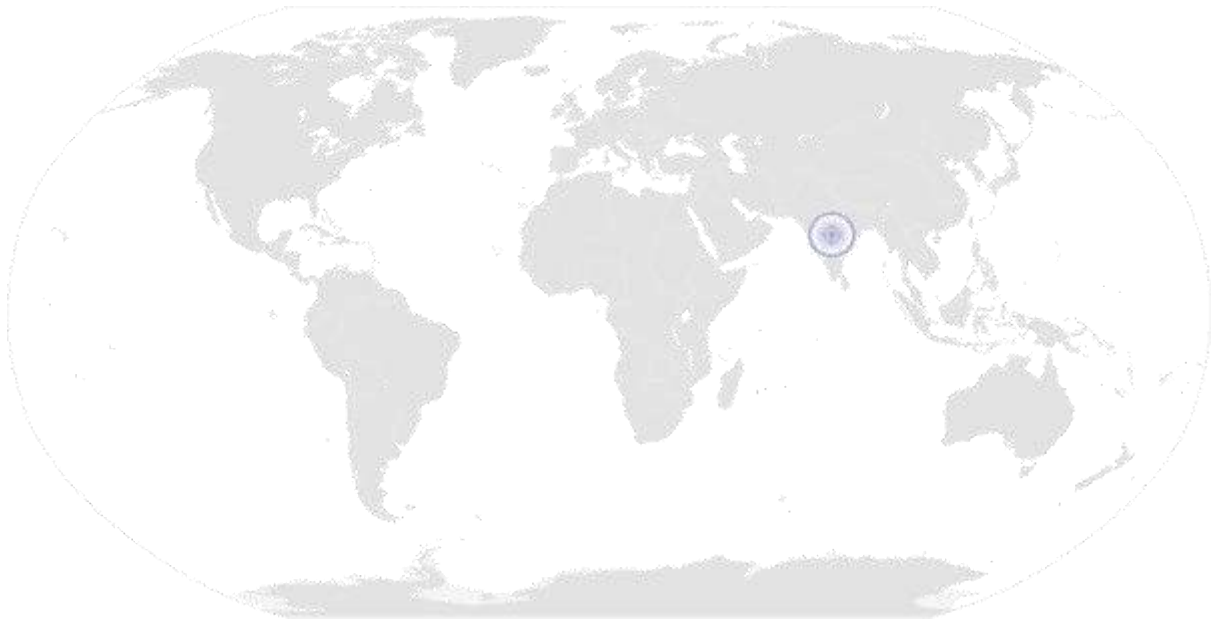
## NOS Version Control

NOS Code	HSS/ N 9603		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9604: Work effectively with others

# National Occupational Standards



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## Overview

**This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health Professional to work effectively with other people and integrate one's work the work of other people**



## HSS/ N 9604: Work effectively with others

### National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 9604</b>
<b>Unit Title (Task)</b>	<b>Work effectively with others</b>
<b>Description</b>	<p>This OS unit is about working effectively with other people who can be part of the immediate team, organisation or external to the team or organisation</p> <p>This OS unit applies to all Allied health professionals working in a team or collaborative environment</p>
<b>Scope</b>	<p>This unit covers the following:</p> <ul style="list-style-type: none"> <li>Working with other people to meet requirements</li> <li>Sharing information with others to enable efficient delivery of work</li> <li>Communicating with other team members and people internal or external to the organisation</li> </ul>
<b>Performance Criteria (PC) wrt The Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. Communicate with other people clearly and effectively</p> <p>PC2. Integrate one's work with other people's work effectively</p> <p>PC3. Pass on essential information to other people on timely basis</p> <p>PC4. Work in a way that shows respect for other people</p> <p>PC5. Carry out any commitments made to other people</p> <p>PC6. Reason out the failure to fulfil commitment</p> <p>PC7. Identify any problems with team members and other people and take the initiative to solve these problems</p> <p>PC8. Follow the organisation's policies and procedures</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>To be competent the user/ individual on the job needs to know and understand:</p> <p>KA1. The people who make up the team and how they fit into the work of the organisation</p> <p>KA2. The responsibilities of the team and their importance to the organisation</p> <p>KA3. The business, mission, and objectives of the organisation</p> <p>KA4. Effective working relationships with the people external to the team, with which the individual works on a regular basis</p> <p>KA5. Procedures in the organisation to deal with conflict and poor working relationships</p>
<b>B. Technical Knowledge</b>	<p>To be competent the user/ individual on the job needs to know and understand:</p> <p>KB1. The importance of communicating clearly and effectively with other people and how to do so face-to-face, by telephone and in writing</p> <p>KB2. The essential information that needs to be shared with other people</p> <p>KB3. The importance of effective working relationships and how these can contribute towards effective working relationships on a day-to-day basis</p>

**HSS/ N 9604: Work effectively with others**

	<p>KB4. The importance of integrating ones work effectively with others</p> <p>KB5. The types of working relationships that help people to work well together and the types of relationships that need to be avoided</p> <p>KB6. The types of opportunities an individual may seek out to improve relationships with others</p> <p>KB7. How to deal with difficult working relationships with other people to sort out problems</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>To be competent, the user / individual on the job needs to know and understand how to:</p> <p>SA1. Communicate essential information in writing</p> <p>SA2. Write effective communications to share information with the team members and other people outside the team</p>
	<b>Reading Skills</b>
	<p>To be competent, the user/individual on the job needs to know and understand how to:</p> <p>SA3. Read and understand essential information</p>
	<b>Oral Communication (Listening and speaking skills)</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA4. Communicate essential information to colleagues face-to-face or through telecommunications</p> <p>SA5. Question others appropriately in order to understand the nature of the request or compliant</p>
	<b>Decision Making</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to work</p>
<b>B. Professional Skills</b>	<b>Plan and Organise</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organise files and documents</p>
	<b>Patient Centricity</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB3. Communicate effectively with patients and their family, physicians, and other</p>

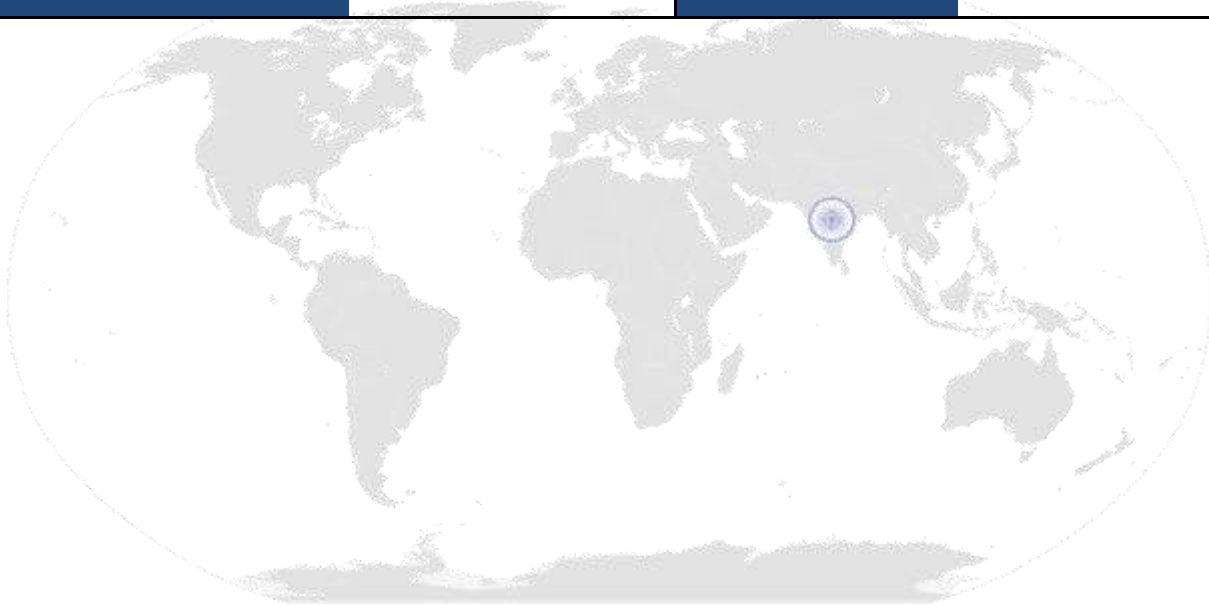
**HSS/ N 9604: Work effectively with others**

	<p>members of the health care team</p> <p>SB4. Be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern</p> <p>SB5. Be sensitive to potential cultural differences</p> <p>SB6. Maintain patient confidentiality</p> <p>SB7. Respect the rights of the patient(s)</p>
	<b>Problem Solving</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB8. Identify problems while working with others and devise effective solutions</p>
	<b>Analytical Thinking</b>
	Not Applicable
	<b>Critical Thinking</b>
	Not Applicable

HSS/ N 9604: Work effectively with others

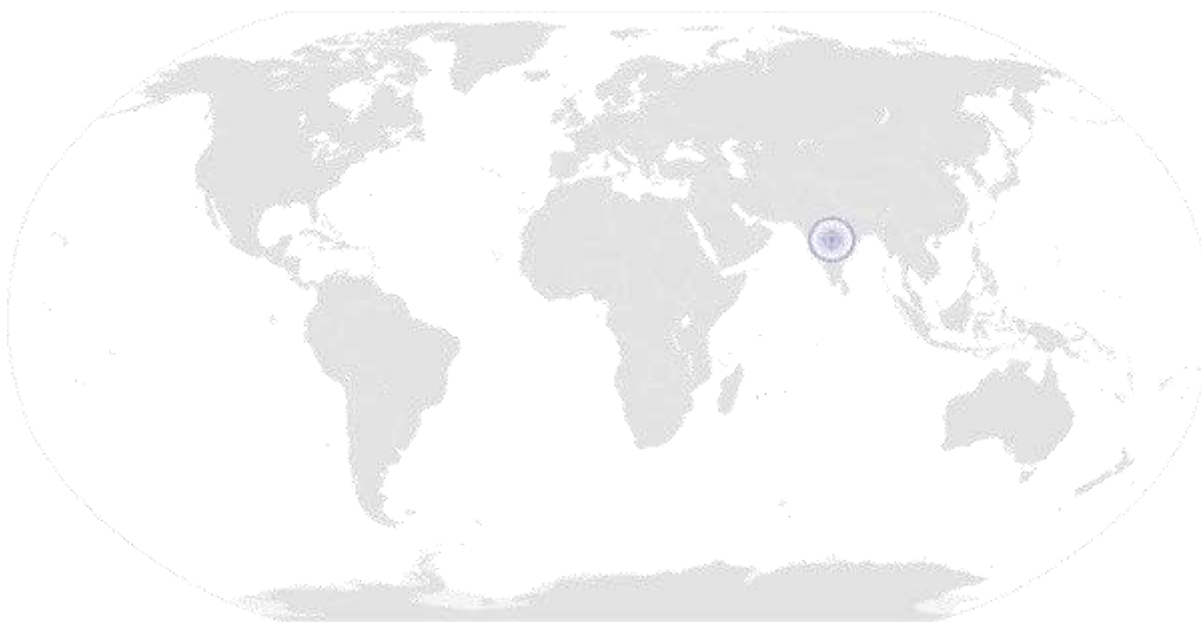
## NOS Version Control

NOS Code	HSS/ N 9604		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9605: Manage work to meet requirements

# National Occupational Standards



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## Overview

**This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to plan and organise work to meet requirements**

HSS/ N 9605: Manage work to meet requirements

<b>Unit Code</b>	<b>HSS/ N 9605</b>
<b>Unit Title (Task)</b>	<b>Manage work to meet requirements</b>
<b>Description</b>	This OS unit is about planning and organising work and developing oneself further in the organisation This unit applies to all Allied Health professionals
<b>Scope</b>	This unit covers the following: <ul style="list-style-type: none"> <li>Establishing and managing requirements</li> <li>Planning and organising work</li> <li>Ensuring accomplishment of the requirements</li> </ul>
<b>Performance Criteria (PC) wrt The Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	To be competent, the user/ individual on the job must be able to: <p>PC1. Clearly establish, agree, and record the work requirements</p> <p>PC2. Utilise time effectively</p> <p>PC3. Ensure his/her work meets the agreed requirements</p> <p>PC4. Treat confidential information correctly</p> <p>PC5. Work in line with the organisation's procedures and policies and within the limits of his/her job role</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	To be competent, the user / individual on the job needs to know and understand: <p>KA1. The relevant policies and procedures of the organisation</p> <p>KA2. The information that is considered confidential to the organisation</p> <p>KA3. The scope of work of the role</p>
<b>B. Technical Knowledge</b>	To be competent, the user/individual on the job needs to know and understand: <p>KB1. The importance of asking the appropriate individual for help when required</p> <p>KB2. The importance of planning, prioritising and organising work</p> <p>KB3. The importance of clearly establishing work requirement</p> <p>KB4. The importance of being flexible in changing priorities when the importance and urgency comes into play</p> <p>KB5. How to make efficient use of time, and to avoid things that may prevent work deliverables from being expedited</p> <p>KB6. The importance of keeping the work area clean and tidy</p> <p>KB7. Areas of work that are not a priority and why it is necessary to keep one's effort in that direction to a minimum</p> <p>KB8. To change work plans when necessary</p> <p>KB9. The importance of confidentiality</p>

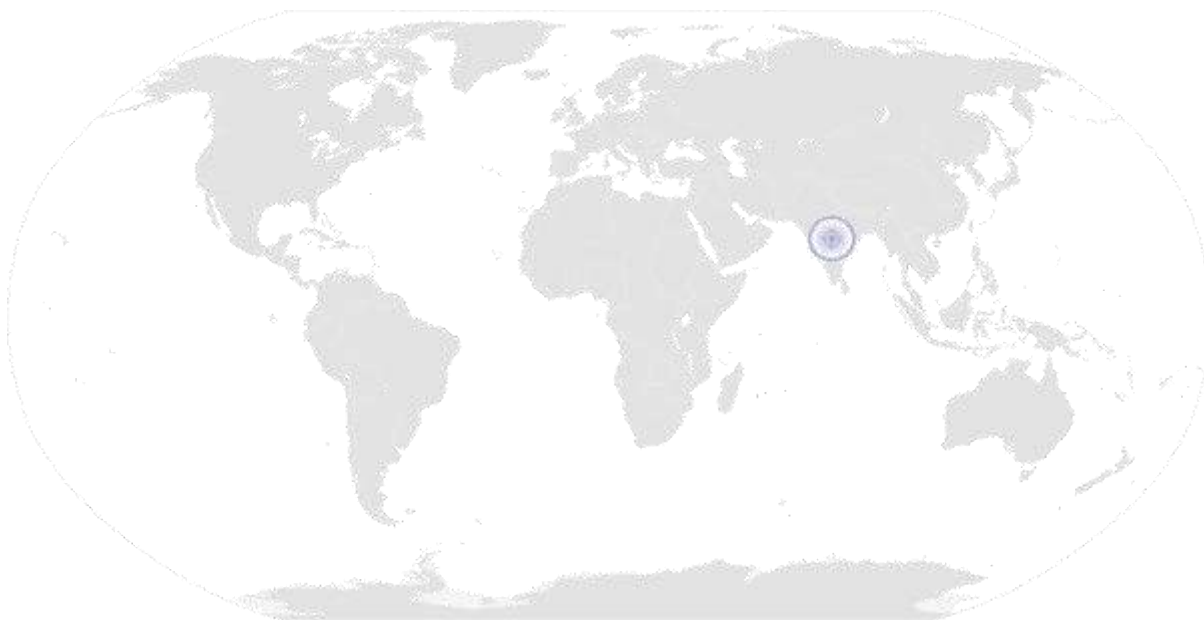
**HSS/ N 9605: Manage work to meet requirements**

	KB10. The importance in completing work on time
<b>Skills (S)</b>	
<b>A. Core Skills /Generic Skills</b>	<b>Writing Skills</b>
	To be competent, the user/ individual on the job needs to know and understand how to: SA1. Report progress and results SA2. Record problems and resolutions
	<b>Reading Skills</b>
	To be competent, the user / individual on the job needs to know and understand how to: SA3. Read organisational policies and procedures SA4. Read work related documents and information shared by different sources
	<b>Oral Communication (Listening and Speaking skills)</b>
	To be competent, the user/ individual on the job needs to know and understand how to: SA5. Report progress and results SA6. Interact with other individuals SA7. Negotiate requirements and revised agreements for delivering them
<b>B. Professional Skills</b>	<b>Decision Making</b>
	To be competent, the user/ individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the work
	<b>Plan and Organise</b>
	To be competent, the user/ individual on the job needs to know and understand how to: SB2. Plan and organise files and documents
	<b>Patient Centricity</b>
	To be competent, the user/ individual on the job needs to know and understand how to: SB3. Communicate effectively with patients and their family, physicians, and other members of the health care team SB4. Be sensitive to potential cultural differences SB5. Maintain patient confidentiality SB6. Respect the rights of the patient(s)
	<b>Problem Solving</b>
	To be competent, the user/ individual on the job needs to know and understand how to: SB7. Understand problems and suggest an optimum solution after evaluating possible solutions
	<b>Analytical Thinking</b>
	Not applicable
	<b>Critical Thinking</b>



**HSS/ N 9605: Manage work to meet requirements**

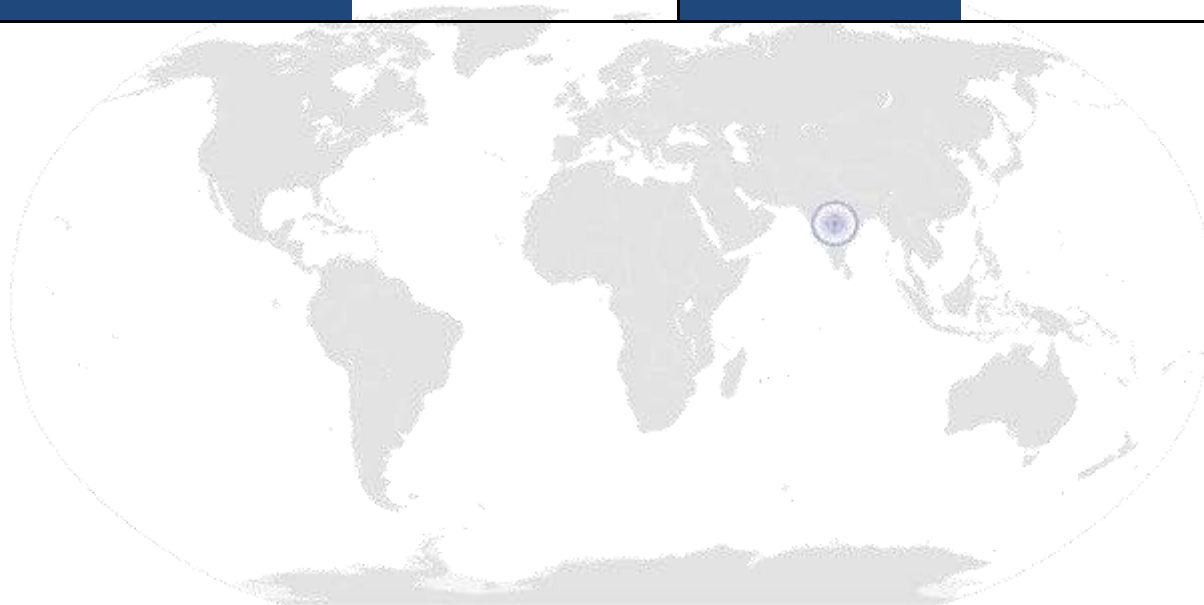
	Not applicable
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HSS/ N 9605: Manage work to meet requirements

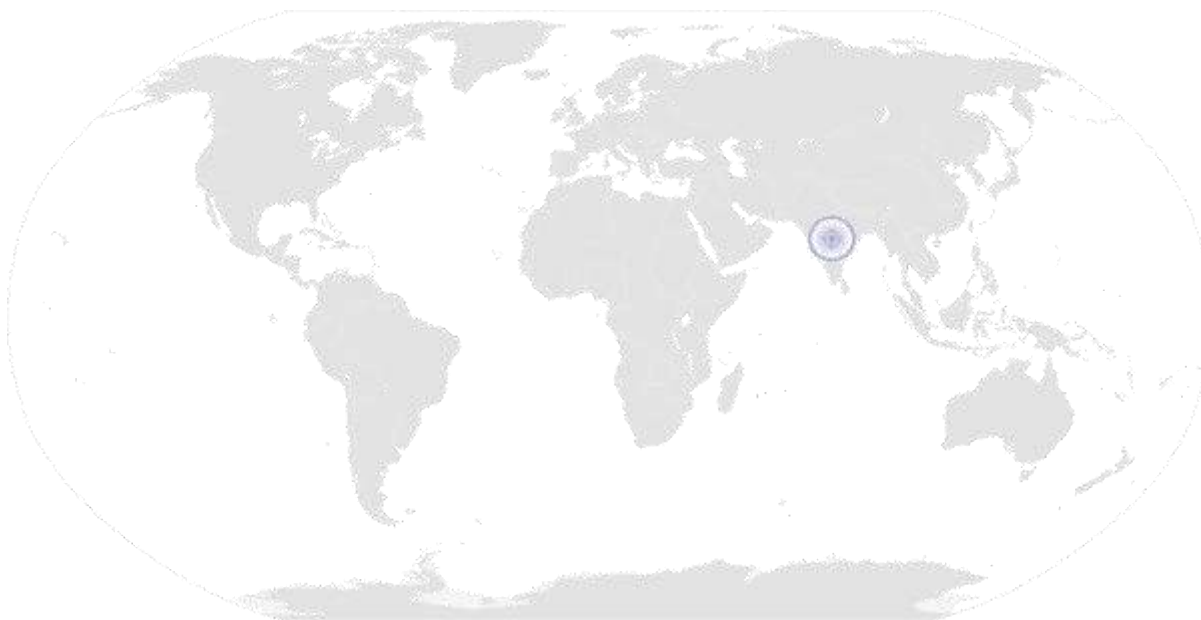
## NOS Version Control

NOS Code	HSS/ N 9605		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9606: Maintain a safe, healthy, and secure working environment

# National Occupational Standards



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## Overview

**This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health Professional to monitor the working environment, and making sure it meets health, safety and security requirements**

**HSS/ N 9606: Maintain a safe, healthy, and secure working environment**

National Occupational Standard

<b>Unit Code</b>	<b>HSS/ N 9606</b>
<b>Unit Title (Task)</b>	<b>Maintain a safe, healthy, and secure working environment</b>
<b>Description</b>	<p>This OS unit is about monitoring the working environment and ensuring a safe, healthy, secure and effective working conditions</p> <p>This OS unit applies to all Allied Health professionals working within an organised workplace</p>
<b>Scope</b>	<p>This unit covers the following:</p> <ul style="list-style-type: none"> <li>• Complying the health, safety and security requirements and procedures for workplace</li> <li>• Handling any hazardous situation with safely, competently and within the limits of authority</li> <li>• Reporting any hazardous situation and breach in procedures to ensure a safe, healthy, secure working environment</li> </ul>
<b>Performance Criteria (PC) wrt The Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/ individual on the job must be able to:</p> <p>PC1. Identify individual responsibilities in relation to maintaining workplace health safety and security requirements</p> <p>PC2. Comply with health, safety and security procedures for the workplace</p> <p>PC3. Report any identified breaches in health, safety, and security procedures to the designated person</p> <p>PC4. Identify potential hazards and breaches of safe work practices</p> <p>PC5. Correct any hazards that individual can deal with safely, competently and within the limits of authority</p> <p>PC6. Promptly and accurately report the hazards that individual is not allowed to deal with, to the relevant person and warn other people who may get affected</p> <p>PC7. Follow the organisation's emergency procedures promptly, calmly, and efficiently</p> <p>PC8. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC9. Complete any health and safety records legibly and accurately</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>To be competent, the user/ individual on the job needs to know and understand:</p> <p>KA1. The importance of health, safety, and security in the workplace</p> <p>KA2. The basic requirements of the health and safety and other legislations and regulations that apply to the workplace</p> <p>KA3. The person(s) responsible for maintaining healthy, safe, and secure workplace</p> <p>KA4. The relevant up-to-date information on health, safety, and security that applies to the workplace</p>

**HSS/ N 9606: Maintain a safe, healthy, and secure working environment**

	<p>KA5. How to report the hazard</p> <p>KA6. The responsibilities of individual to maintain safe, healthy and secure workplace</p>
<b>B. Technical Knowledge</b>	<p>To be competent, the user / individual on the job needs to know and understand:</p> <p>KB1. Requirements of health, safety and security in workplace</p> <p>KB2. How to create safety records and maintaining them</p> <p>KB3. The importance of being alert to health, safety, and security hazards in the work environment</p> <p>KB4. The common health, safety, and security hazards that affect people working in an administrative role</p> <p>KB5. How to identify health, safety, and security hazards</p> <p>KB6. The importance of warning others about hazards and how to do so until the hazard is dealt with</p>
<b>Skills (S)</b>	
<b>A. Generic Skills</b>	<b>Writing Skills</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA1. Report and record incidents</p>
	<b>Reading Skills</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand company policies and procedures</p>
	<b>Oral Communication (Listening and speaking skills)</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SA3. Clearly report hazards and incidents with the appropriate level of urgency</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>To be competent, the user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the area of work</p>
	<b>Plan and Organise</b>
	<p>To be competent, the user / individual on the job needs to know and understand how to:</p> <p>SB2. Plan for safety of the work environment</p>
	<b>Patient Centricity</b>
	<p>To be competent, the user / individual on the job needs to know and understand:</p>

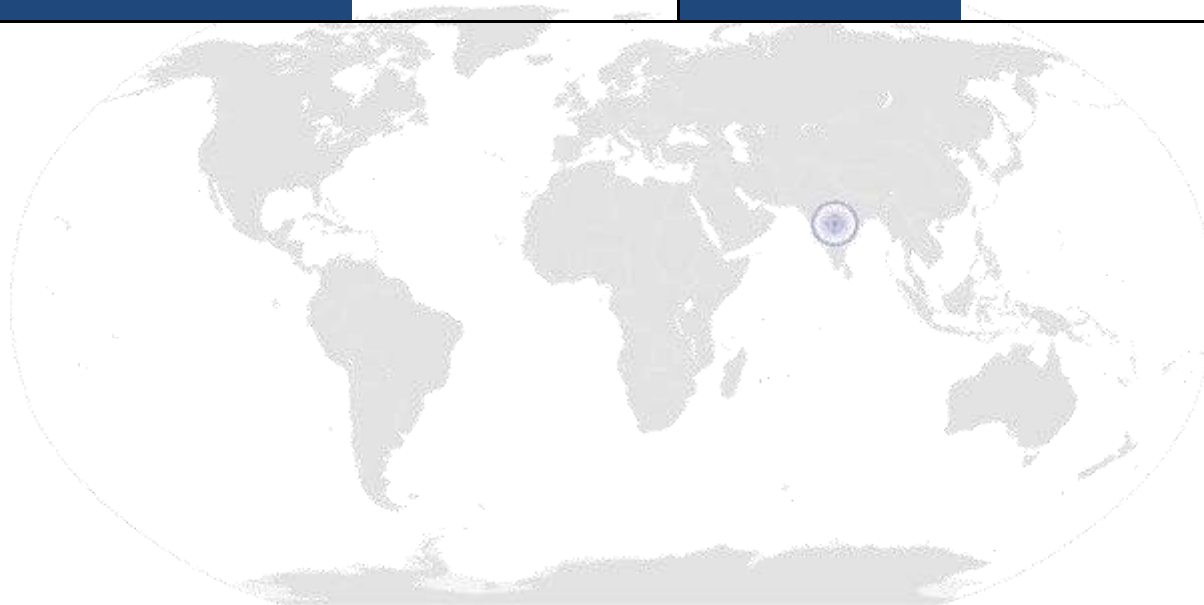
**HSS/ N 9606: Maintain a safe, healthy, and secure working environment**

	SB3. Communicate effectively with patients and their family, physicians, and other members of the health care team
	SB4. Be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern
	SB5. Be sensitive to potential cultural differences
	SB6. Maintain patient confidentiality
	SB7. Respect the rights of the patient(s)
	<b>Problem Solving</b>
	To be competent, the user/ individual on the job needs to know and understand how to:
	SB8. Identify hazards, evaluate possible solutions and suggest effective solutions
	<b>Analytical Thinking</b>
	To be competent, the user needs to know and understand how to:
	SB9. Analyse the seriousness of hazards
	<b>Critical Thinking</b>
	To be competent, the user needs to know and understand how to:
	SB10. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

HSS/ N 9606: Maintain a safe, healthy, and secure working environment

## NOS Version Control

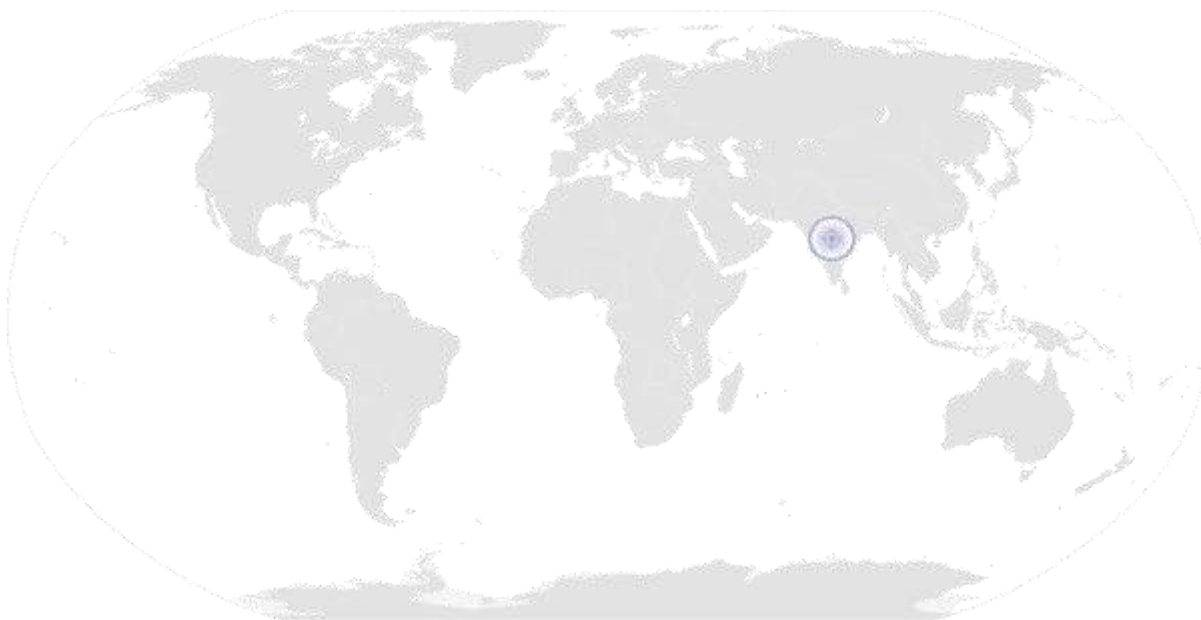
NOS Code	HSS/ N 9606		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15





HSS/ N 9608: Follow radiation safety guidelines

# National Occupational Standards



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## Overview

**This Occupational Standard describes the knowledge, understanding and skills required of an allied health professional to follow radiation safety guidelines and provide safe environment to individuals**

HSS/ N 9608: Follow radiation safety guidelines

National Occupational Standard

Unit Code	HSS/ N 9608
Unit Title (Task)	Follow radiation safety guidelines
Description	This OS unit is about following radiation safety guidelines and to provide safe environment to individuals. These individuals include staff working and individuals undergoing treatment or diagnostic procedures. This is applicable to all Allied Health Professionals.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>Following and complying with radiation safety guidelines</li> </ul> <p><b>Reference :</b> 'The content of this National Occupational Standard is drawn from the UK Skills for Health NOS [SFHHCS3 Ensure the safety of individuals exposed to radiation within healthcare and SFHHCS4 Measure an individual's healthcare radiation exposure to minimise risk ]'</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Confirm sources of radiation and likely type of exposure for all individuals within the work area</p> <p>PC2. Apply appropriate assessment methodology suitable for source, type of exposure, dose, level of risk and the recipients' exposure time</p> <p>PC3. Confirm that all required procedures and associated safety measures are compliant with current and relevant legislation requirements</p> <p>PC4. Determine and assess the appropriateness of the projected radiation dose over a suitable period of time for an individual or key staff and other personnel</p> <p>PC5. Record the results of the assessment accurately and in correct format, referencing any monitoring measurements taken to accepted published values to indicate conformance within accepted safety guidance limits for the procedures undertaken within the work practice</p> <p>PC6. Communicate and provide information, advice and guidance effectively in the appropriate medium to meet the individuals needs and preferences</p> <p>PC7. Report actual and potential risks from radiation, in context, to other healthcare professionals and where appropriate seek assistance and advice</p> <p>PC8. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, policies and protocols</p> <p>PC9. Confirm that all required procedures and associated safety measures are current and compliant with relevant legislation</p> <p>PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols</p>
Knowledge and Understanding (K)	
B. Organisational Context	The user/individual on the job needs to know and understand:

### HSS/ N 9608: Follow radiation safety guidelines

(Knowledge of the Healthcare provider/ Organisation and its processes)	<p>KA5. Basic requirements of the health and safety and other legislations and regulations that apply to the organisation</p> <p>KA6. Person(s) responsible for health, safety, and security in the organisation</p> <p>KA7. Relevant up-to-date information on health, safety, and security that applies to the organisation</p> <p>KA8. Organisation's emergency procedures and responsibilities for handling hazardous situations</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to communicate effectively in the appropriate medium to meet all recipients' needs in relation to radiation safety</p> <p>KB2. The safety principles for radiation physics including therapy and diagnostic procedures</p> <p>KB3. The range, type and nature of radiation and associated equipment and/or medical devices used within the relevant specialist areas and their work practices</p> <p>KB4. The importance of quality assuring the facilities, equipment and other resources for operational safety and monitoring each operational procedure for radiation safety in accordance with legislation and organisational requirements</p> <p>KB5. The range of permissible exposure limits applicable to diagnostic investigations or therapeutic interventions with radiation and/or radioactive substances within the organisation</p> <p>KB6. The importance and appropriate methodologies for radiation safety assessments within the organisation</p> <p>KB7. The importance and requirements for radiation safety requirements</p> <p>KB8. The importance of environmental monitoring to minimise the risk of accidental exposure to radiation and to identify if an adverse event occurs</p> <p>KB9. How to communicate and provide advice, guidance and information effectively in the appropriate medium to meet individuals needs and preferences for the measurement of radiation exposure</p> <p>KB10. The range, type and dose of radiation used within diagnostic or therapeutic activities</p> <p>KB11. The factors and circumstances of the working environment that contribute to radiation exposure and the importance of environmental monitoring</p> <p>KB12. How to undertake environmental monitoring of controlled work areas and the surrounding area, the acceptable limits and the implications and consequences of adverse results and who to inform</p>
<b>Skills (S) (Optional)</b>	
<b>C. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Report and record incidents
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:
	SA2. Read and understand company policies and procedures

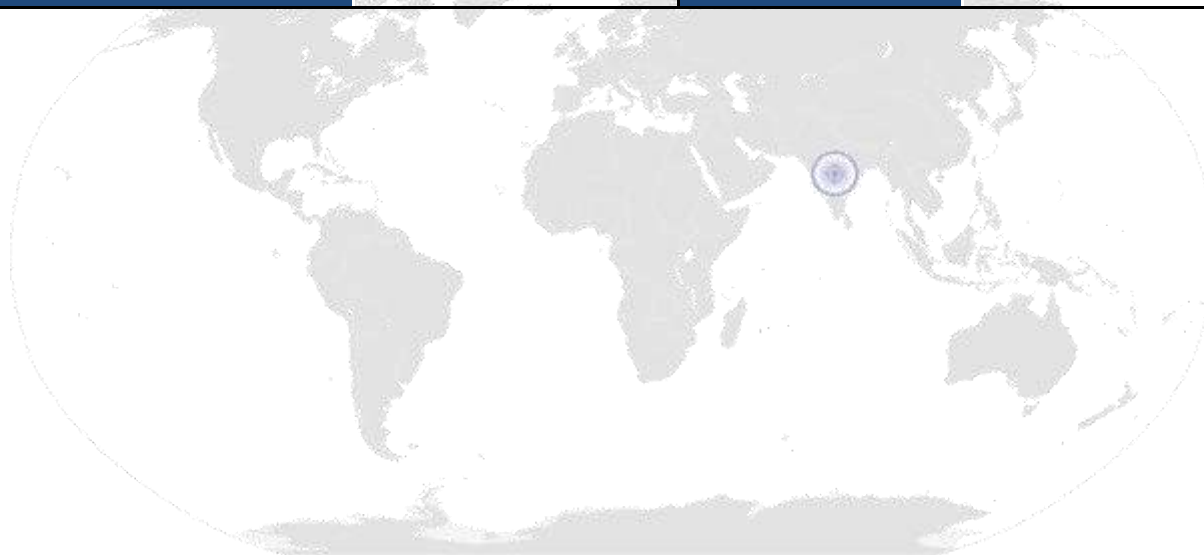
**HSS/ N 9608: Follow radiation safety guidelines**

	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Report hazards and incidents clearly with the appropriate level of urgency</p>
<b>D. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the organisation</p> <p>SB2. Exhibit commitment to the organisation and exert effort and perseverance</p>
	<b>Plan and Organise</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Organise files and documents</p> <p>SB4. Plan for safety of the work environment</p> <p>SB5. Recommend and implement plan of action</p>
	<b>Patient Centricity</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB6. How to make exceptional effort to keep the environment and work place safe</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Identify hazards and suggest effective solutions to identified problems</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Analyse the seriousness of hazards</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. Evaluate opportunities to improve health, safety and security</p> <p>SB10. Show understanding and empathy for others</p>

HSS/ N 9608: Follow radiation safety guidelines

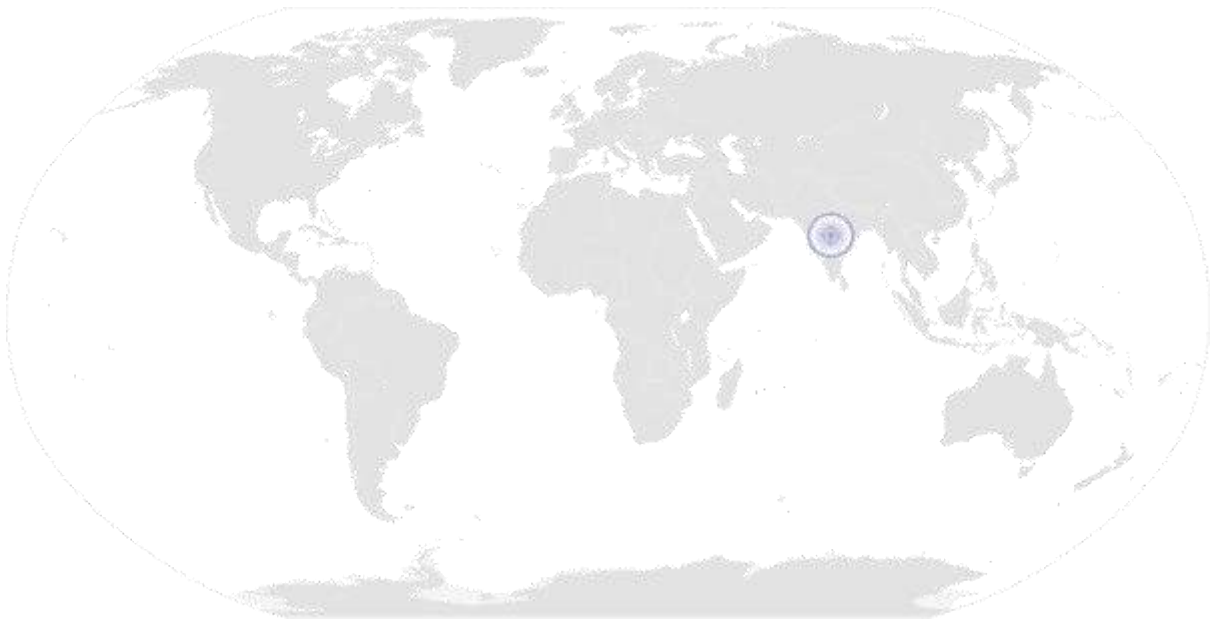
## NOS Version Control

NOS Code	HSS/ N 9608		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9609: Follow biomedical waste disposal protocols

# National Occupational Standards



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## Overview

This Occupational Standard describes the knowledge, understanding and skills required of an Allied Health professional to manage biomedical waste

## HSS/ N 9609: Follow biomedical waste disposal protocols

Unit Code	HSS/ N 9609
Unit Title (Task)	Follow biomedical waste disposal protocols
Description	This OS unit is about the safe handling and management of health care waste. This unit applies to all Allied Health professionals.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Classification of the Waste Generated</li> <li>• Segregation of Biomedical Waste</li> <li>• Proper collection and storage of Waste</li> </ul> <p><b>Reference :</b> 'The content of this National Occupational Standard is drawn from the UK Skills for Health NOS [SFHCHS212 Disposal of clinical and non-clinical waste within healthcare and SFHCHS213 Implement an audit trail for managing waste within healthcare ]'</p>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow the appropriate procedures, policies and protocols for the method of collection and containment level according to the waste type</p> <p>PC2. Apply appropriate health and safety measures and standard precautions for infection prevention and control and personal protective equipment relevant to the type and category of waste</p> <p>PC3. Segregate the waste material from work areas in line with current legislation and organisational requirements</p> <p>PC4. Segregation should happen at source with proper containment, by using different color coded bins for different categories of waste</p> <p>PC5. Check the accuracy of the labelling that identifies the type and content of waste</p> <p>PC6. Confirm suitability of containers for any required course of action appropriate to the type of waste disposal</p> <p>PC7. Check the waste has undergone the required processes to make it safe for transport and disposal</p> <p>PC8. Transport the waste to the disposal site, taking into consideration its associated risks</p> <p>PC9. Report and deal with spillages and contamination in accordance with current legislation and procedures</p> <p>PC10. Maintain full, accurate and legible records of information and store in correct location in line with current legislation, guidelines, local policies and protocols</p>
Knowledge and Understanding (K)	
A. Organisational	The user/individual on the job needs to know and understand:



### HSS/ N 9609: Follow biomedical waste disposal protocols

<b>Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	KA1. Basic requirements of the health and safety and other legislations and regulations that apply to the organisation KA2. Person(s) responsible for health, safety, and security in the organisation KA3. Relevant up-to-date information on health, safety, and security that applies to the organisation KA4. Organisation's emergency procedures and responsibilities for handling hazardous situations
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand:  KB1. How to categorise waste according to national, local and organisational guidelines KB2. The appropriate approved disposal routes for waste KB3. The appropriate containment or dismantling requirements for waste and how to make the waste safe for disposal KB4. The importance to adhere to the organisational and national waste management principles and procedures KB5. The hazards and risks associated with the disposal and the importance of risk assessments and how to provide these KB6. The personal protective equipment required to manage the different types of waste generated by different work activities KB7. The importance of working in a safe manner when carrying out procedures for biomedical waste management in line with local and national policies and legislation KB8. The required actions and reporting procedures for any accidents, spillages and contamination involving waste KB9. The requirements of the relevant external agencies involved in the transport and receipt of your waste KB10. The importance of segregating different types of waste and how to do this KB11. The safe methods of storage and maintaining security of waste and the permitted accumulation times KB12. The methods for transporting and monitoring waste disposal and the appropriateness of each method to a given scenario KB13. How to report any problems or delays in waste collection and whereto seek advice and guidance KB14. The importance of the organisation monitoring and obtaining an assessment of the impact the waste has on the environment KB15. The current national legislation, guidelines, local policies and protocols which affect work practice KB16. The policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>  The user/ individual on the job needs to know and understand how to:  SA4. Report and record incidents

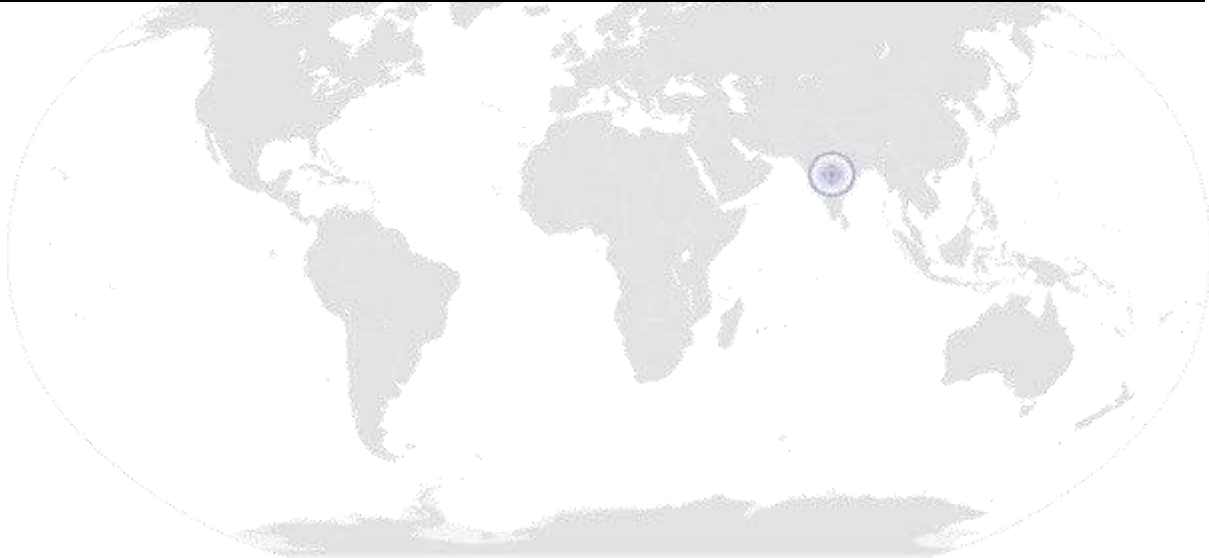
**HSS/ N 9609: Follow biomedical waste disposal protocols**

	<b>Reading Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Read and understand company policies and procedures for managing biomedical waste</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Report hazards and incidents clearly with the appropriate level of urgency</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Make decisions pertaining to the area of work</p> <p>SB12. Exhibit commitment to the organisation and exert effort and perseverance</p>
	<b>Plan and Organise</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Organise files and documents</p> <p>SB14. Plan for safety of the work environment</p> <p>SB15. Recommend and implement plan of action</p>
	<b>Patient Centricity</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB16. How to make exceptional effort to keep the environment and work place clean</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB17. Identify hazards and suggest effective solutions to identified problems of waste management</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB18. Analyse the seriousness of hazards and proper waste management</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. Evaluate opportunities to improve health, safety and security</p> <p>SB20. Show understanding and empathy for others</p>

HSS/ N 9609: Follow biomedical waste disposal protocols

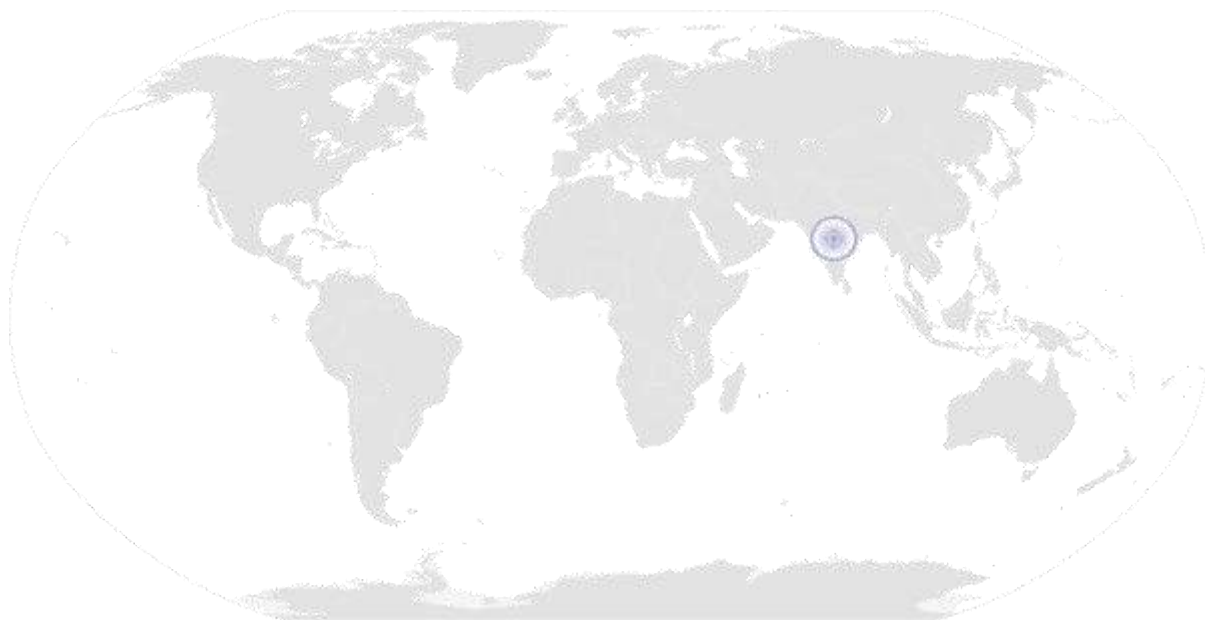
## NOS Version Control

NOS Code	HSS/ N 9609		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9611: Monitor and assure quality

# National Occupational Standards



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## Overview

**This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to monitor and assure quality**

## HSS/ N 9611: Monitor and assure quality

National Occupational Standard

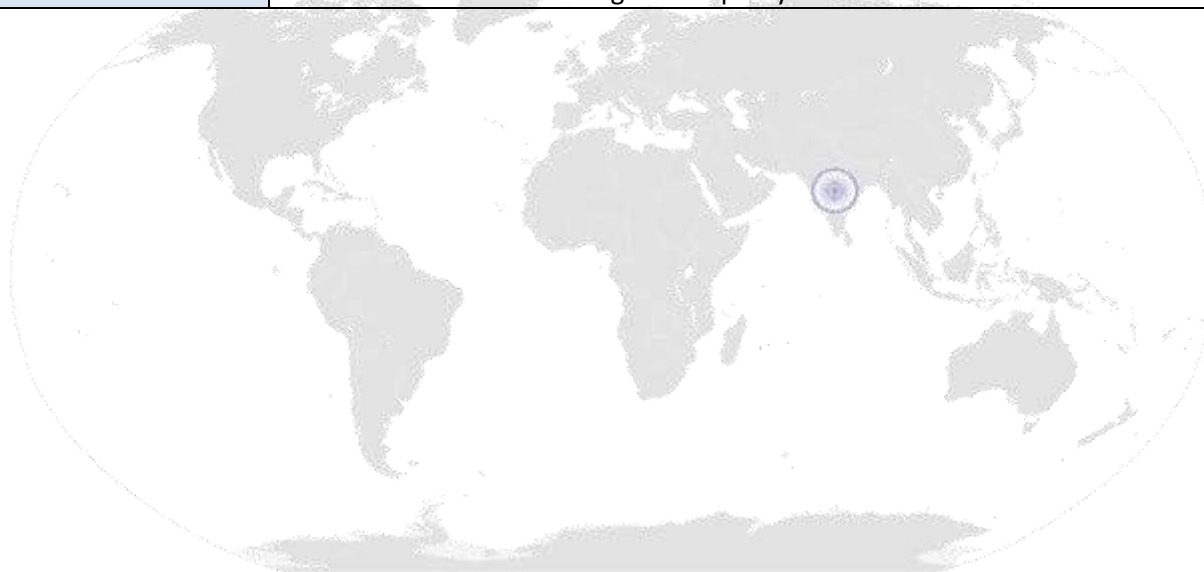
<b>Unit Code</b>	<b>HSS/ N 9611</b>
<b>Unit Title (Task)</b>	<b>Monitor and assure quality</b>
<b>Description</b>	This OS unit is about Assuring quality in all procedures. This unit applies to all Allied Health professionals.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Monitor treatment process/outcomes</li> <li>• Identify problems in treatment process/outcomes</li> <li>• Solve treatment process/outcome problems</li> <li>• Attend class/read publications to continue industry education</li> <li>• Identify needs and expectations of patient/health care professionals</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Conduct appropriate research and analysis</p> <p>PC2. Evaluate potential solutions thoroughly</p> <p>PC3. Participate in education programs which include current techniques, technology and trends pertaining to the dental industry</p> <p>PC4. Read Dental hygiene, dental and medical publications related to quality consistently and thoroughly</p> <p>PC5. Report any identified breaches in health, safety, and security procedures to the designated person</p> <p>PC6. Identify and correct any hazards that he/she can deal with safely, competently and within the limits of his/her authority</p> <p>PC7. Promptly and accurately report any hazards that he/she is not allowed to deal with to the relevant person and warn other people who may be affected</p> <p>PC8. Follow the organisation's emergency procedures promptly, calmly, and efficiently</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Complete any health and safety records legibly and accurately</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organisational Context</b> (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Basic requirements of the health and safety and other legislations and regulations that apply to the organisation</p> <p>KA2. Person(s) responsible for health, safety, and security in the organisation</p> <p>KA3. Relevant up-to-date information on health, safety, and security that applies to the organisation</p> <p>KA4. Organisation's emergency procedures and responsibilities for handling</p>

### HSS/ N 9611: Monitor and assure quality

	hazardous situations
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand how to:</p> <p>KB1. Evaluate treatment goals, process and outcomes</p> <p>KB2. Identify problems/deficiencies in dental hygiene treatment goals, processes and outcomes</p> <p>KB3. Accurately identify problems in dental hygiene care</p> <p>KB4. Conduct research</p> <p>KB5. Select and implement proper hygiene interventions</p> <p>KB6. Obtain informed consent</p> <p>KB7. Conduct an honest self-evaluation to identify personal and professional strengths and weaknesses</p> <p>KB8. Access and interpret medical, and scientific literature</p> <p>KB9. Apply human needs/motivational theory</p> <p>KB10. Provide thorough and efficient individualised care</p> <p>KB11. Employ methods to measure satisfaction</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Report and record incidents</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand company policies and procedures</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Report hazards and incidents clearly with the appropriate level of urgency</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the area of work</p> <p>SB2. Exhibit commitment to the organisation and exert effort and perseverance</p> <p><b>Plan and Organise</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Organise files and documents</p> <p>SB4. Plan for safety of the work environment</p> <p>SB1. Recommend and implement plan of action</p> <p><b>Patient Centricity</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. How to make exceptional effort to meet patient needs and resolve conflict to</p>

**HSS/ N 9611: Monitor and assure quality**

	patient satisfaction
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to:
	SB3. Identify hazards and suggest effective solutions to identified problems
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB4. Analyse the seriousness of hazards
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to:
	SB5. Evaluate opportunities to improve health, safety and security
	SB6. Show understanding and empathy for others





HSS/ N 9611: Monitor and assure quality

## NOS Version Control

NOS Code	HSS/ N 9611		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15

