

Trainee Assessment

Supporting people to move

Unit standard	Version	Level	Credits
27833 Support people to use assistive equipment and move in a health or wellbeing setting	2	3	5

Your name:

Your workplace:

Your date of birth:

NSN number (if you know it):

Declaration

- I was told about and understand the assessment requirements and appeals process.
- I have prepared my answers myself.
- Any evidence I have provided as my own, I produced myself.
- I understand that this assessment may be used for moderation and quality control purposes.
- I understand that when I achieve this unit standard my result will be registered with the New Zealand Qualifications Authority.

I confirm the above declaration: Yes No **Date:**

Assessment summary (completed by assessor)

Trainee's performance summary

Assessment tasks	Assessor signature	Date achieved
Task 1: Moving and handling processes		
Task 2: Supporting people to move		

Unit standard results

I have assessed the trainee and confirm the requirements have been met to demonstrate competency in:

Unit Standard(s)	Version	Level	Credits	✓
27833 Support people to use assistive equipment and move in a health or wellbeing setting	2	3	5	<input type="checkbox"/>



Assessor name:	Assessor number:
Signature:	Date:

Trainee information

Before you start:

- The assessor/observer will talk about what you need to do.
- You may have been observed doing some of these tasks already, or there may be workplace documents you have completed, such as a workplace incident report, which documents what you have done at work.
- You may bring evidence of what you have done already, such as your induction training log, or proof of competency from a course you have completed, eg a marked assessment or project. This may be recorded as evidence.

As you go:

- For knowledge assessment questions you can choose to write your answers or your assessor may record your verbal answers for you.
- Your assessor or observer will complete the observation form in this assessment when they observe your work. Sometimes they may ask you to do a specific task or ask a question about what you're doing.
- If you need help with this assessment, please contact your assessor.

When you finish:

- Make sure you have completed any parts where the assessor/observer has said you need to do more work.

Appeals

If you wish to appeal against the assessment result or process, talk to your assessor.

If you're still not satisfied, you can appeal to Careerforce by completing the assessment result appeal form. You can find this form online at www.careerforce.org.nz/contact/forms

Feedback

Careerforce regularly reviews our assessment and learning resources. As a user, we would appreciate feedback on how you found it. Feedback can be provided to Careerforce via:

- our online feedback form at www.careerforce.org.nz/contact/resource-assessment-feedback
- email to info@careerforce.org.nz

Task 1: Moving and handling processes

For this task, you need to show your understanding of the moving and handling processes in your workplace, including the Discomfort, Pain and Injury (DPI) framework, and the risks associated with moving and handling people in your role.

1 Describe the DPI (discomfort, pain and injury) framework.

2 Describe each of the **seven** groups of factors that contribute to the DPI framework and how they are managed in your workplace.

DPI factor	Description
Psychosocial	
Individual	

Work organisation	
Environmental issues	
Load/forceful movements	
Task invariability	
Workplace layout/awkward posture	

3 Outline **three** components (parts) of the moving and handling programme in your workplace.

Choose risk assessment and **two** other components from the list below and outline these in terms of your workplace's policies and procedures.

- Risk assessment.
- Training.
- Moving and handling techniques.
- Equipment.
- Equipment maintenance protocols.
- Policy.
- Location, the environment, and/or the space for moving.

First component: Risk assessment

Second component:

Third component:

4 Use the list of factors below to identify and describe hazards in your workplace organisation and practices.

Factors:

- Working hours.
- The work environment.
- People accessing services.
- Carers and the use of moving and handling techniques.

For each of these factors, describe **two hazards** that they can cause in your workplace when you are moving and handling people. The hazards might be caused by support workers or by people you support.

Working hours

Potential hazard 1:

Potential hazard 2:

The work environment

Potential hazard 1:

Potential hazard 2:

People accessing services

Potential hazard 1:

Potential hazard 2:

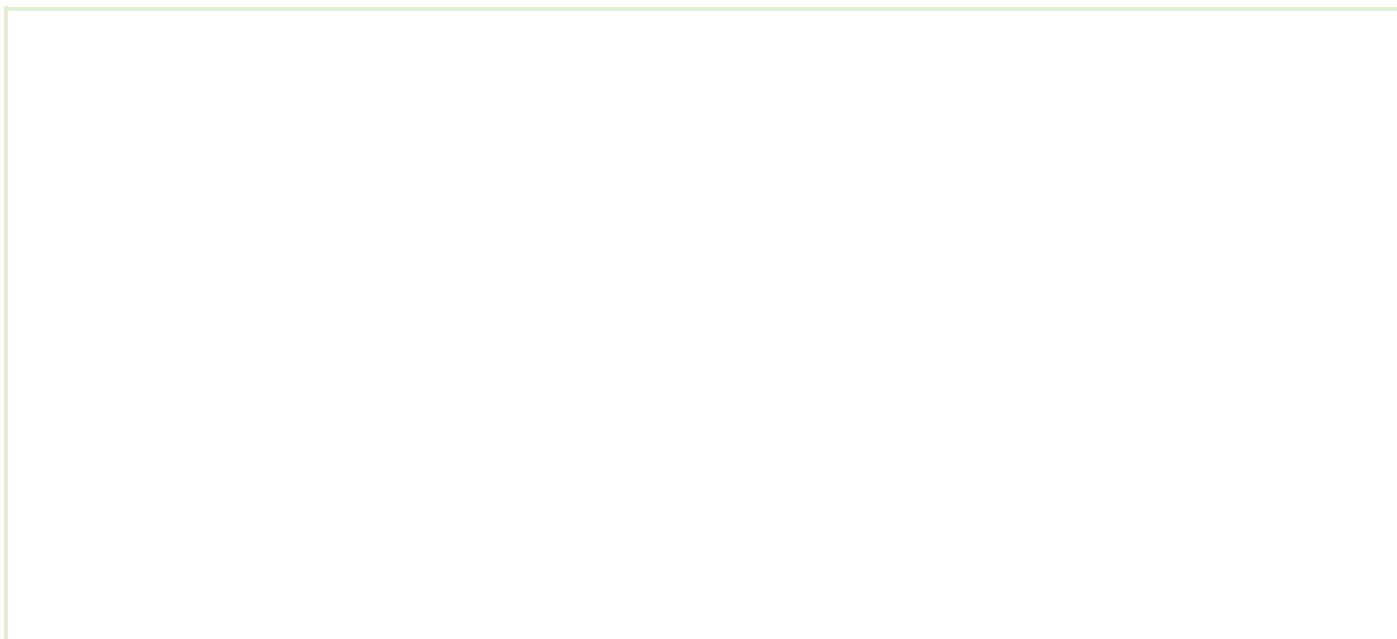
Carers and the use of moving and handling equipment

Potential hazard 1:

Potential hazard 2:

5 What training have you participated in to help you look after yourself when you are moving and handling people?

Describe the training and how it assists you to move and handle people safely, according to your workplace's policies and procedures.



6 What are **three** responsibilities you have to look after yourself when you are moving and handling people in your workplace? Describe what you do to look after yourself.

Examples of responsibilities may include:

- wearing correct clothing and footwear.
- being fit, warming up, and doing exercises for back care.
- doing a risk assessment before moving and handling a person.
- using moving and handling equipment appropriately.
- using biomechanical principles for safe working.
- reporting any hazards or incidents.
- reporting any concerns regarding equipment safety.
- any other responsibility.

Make sure the responses you give are in accordance with your workplace's policies and procedures.

Responsibility 1:

Responsibility 2:

Responsibility 3:

7 Demonstrate your knowledge of moving and handling equipment used in your workplace.

Choose **four** pieces of moving and handling equipment and describe what the equipment is used for. Your description of the use of the equipment must be in accordance with your workplace's policies and procedures.

Moving and handling equipment

Item 1:

What it is used for:

Item 2:

What it is used for:

Item 3:

What it is used for:

Item 4:

What it is used for:

Task 1: Assessor feedback to trainee

When the assessor agrees you have completed this task successfully, they will sign it off on the assessment summary page at the front of this assessment.

Task 2: Supporting people to move

1 Moving people using assistive equipment.

For this task, you must prepare for, set up and use three different types of assistive equipment to move the same person or different people in your workplace. Your observer will ask you questions to clarify your understanding of the tasks you are doing.

Prepare for moving and handling, including:

- wearing the correct clothing and footwear.
- checking for any hazards or safety concerns, and reporting them.
- using the risk assessment tools.
- checking the moving and handling plan of each person.

While supporting the person, ensure you:

- set up and use the type of assistive equipment according to the manufacturer’s instructions and your workplace’s policies and procedures.
- use the type of assistive equipment according to the scope of your own role.
- support the moving person according to their moving and handling plan.

Observation checklist

The information in this column is for you.	These columns are for the observer to check off for each observation.		
Set up and use assistive equipment to move a person.	✓ 1	✓ 2	✓ 3
Name of equipment (please write in what it is).			
The trainee wears appropriate clothing and footwear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment tools are used to prepare for moving and handling the person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The person’s moving and handling plan is checked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up the assistive equipment according to the manufacturer’s instructions and workplace policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment is checked for safety. Any safety concerns and/or hazards are reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the assistive equipment according to the manufacturer's instructions and workplace policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is used in accordance with the person's moving and handling plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is used within the scope of own role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Observation comments

The observer or assessor for each observation must fill this out, including comments.

Observation 1

Observer/Assessor:

Date:

Equipment used:

Please comment on the appropriateness of the choice of equipment and its use for the person and situation.

Observation 2

Observer/Assessor:

Date:

Equipment used:

Please comment on the appropriateness of the choice of equipment and its use for the person and situation.

Observation 3	Observer/Assessor:	Date:
Equipment used:		
Please comment on the appropriateness of the choice of equipment and its use for the person and situation.		

If you are an observer, please give your details as the assessor may wish to contact you.

Observer name:		Designation:	
Signature:		Date:	
Contact details (phone/email):			

2 Moving people using normal moving patterns.

You are required to support a person to move using normal movement patterns using **seven** of the following movements:

- moving up in bed.
- rolling.
- lying to sitting up on the edge of a bed.
- sitting to standing.
- standing to sitting.
- repositioning in a chair
- seat to seat transfer.
- getting up from the floor.


You may use the same person or a different person for each of the **seven** movements. While you support a person, ensure you support them to move according to:

- their characteristics and abilities.
- assessment and mitigation of risks at the time of the movement.
- the person’s moving and handling plan.
- your workplace policies and procedures.

Observation checklist

The information in this column is for you.

The right column is for the observer to check off for each observation.

Support a person to move using normal movement patterns	
The trainee did an assessment and mitigation of risks at the time of the movement.	<input type="checkbox"/>
The trainee supported a person to move using normal moving patterns for seven of the following movements.	
<ul style="list-style-type: none"> • moving up in bed. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • rolling. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • lying to sitting up on the edge of a bed. 	<input type="checkbox"/>

• sitting to standing.	<input type="checkbox"/>
• standing to sitting.	<input type="checkbox"/>
• repositioning in a chair	<input type="checkbox"/>
• seat to seat transfer.	<input type="checkbox"/>
• getting up from the floor.	<input type="checkbox"/>
The trainee supported the person according to their characteristics and abilities and their moving and handling plan.	<input type="checkbox"/>
The trainee supported the person following workplace policies and procedures.	<input type="checkbox"/>
Please comment on how the trainee supported the person to move.	
Please add any further comments you wish to make.	

If you are an observer, please give your details as the assessor may wish to contact you.

Observer name:		Designation:	
Signature:		Date:	
Contact details (phone/email):			

Task 2: Assessor feedback to trainee

When the assessor agrees you have completed this task successfully, they will sign it off on the assessment summary page at the front of this assessment.