

Trainee Assessment

Move and store equipment

28530 Move and store equipment in a healthcare facility (version 1, level 3, 7 credits)

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's signature	Date achieved
Task 1: Risks		
Task 2: Move and store equipment		

Unit standard results

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

Unit standard	Version	Level	Credits	✓
28530 Move and store equipment in a healthcare facility	1	3	7	<input type="checkbox"/>



Assessor's name:

Assessor's number:

Signature:

Date:

Trainee information

Getting started

- Contact your assessor or workplace observer to talk about what you need to do.
- You may have or be asked for evidence or workplace documents which record what you have already done, at work or through training.
- For practical assessments and kōrero mātanga speak to your workplace supervisor and/or assessor when you are ready to get started.

As you do the tasks

- Answer all questions. Refer to real or simulated situations when answering questions.
- 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.

When you finish

- Make sure you have completed any parts where the assessor/observer has said you need to do more work.
- If your assessor requires more information, add your extra information to the bottom of your original answer, or on a separate sheet of paper with your name on it, date it, and answer any questions the assessor has asked you.

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: Procedures

In this task you must show that you can identify and reduce risks when you are moving equipment.

This task does not include moving people.

Q1 What are the risks and how do you reduce them when you are moving equipment?

- when items are oversize or overweight.
- when there are stairs or lifts.
- when you are working in confined spaces, public areas or in narrow access ways.

Provide **three** examples of when you have had to use different manual handling techniques to reduce any risks when moving things.

An example has been provided for you.

Example

What was the situation?

I had to move some heavy boxes from the storeroom to the ward.

What were the risks?

There was a risk of back injury as the boxes were heavy. They could also be a danger to others if they are dropped while being moved.

What did you do to reduce the risks?

I used a trolley to move the boxes and made sure the load was below my eye height.

First example

What was the situation?

What were the risks?

What did you do to reduce the risks?

Second example

What was the situation?

What were the risks?

What did you do to reduce the risks?

Third example

What was the situation?

What were the risks?

What did you do to reduce the risks?

Task 1: Assessor's feedback to trainee

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

Task 2: Move and store equipment

For this practical assessment, you need to move and store three pieces of equipment safely using a different manual handling technique each time.

This task does not include moving people.

Complete all written questions in this task before your observation.

Your assessor will observe you and complete the checklist below and may ask you questions about what you are doing.

Before you are assessed, make sure you know your organisation's policies and procedures.

The observer is likely to be your manager, supervisor or team leader. This must be a person who has observed your work over a period of time and can confirm that you complete the tasks to the standard required. Your assessor may contact your observer to discuss their comments.

Read the observation form to make sure you know how your performance will be assessed.

Q1 What is the process for reporting faulty equipment in your workplace?

US 28530 4.1

Observation

Note to observer:

You have been asked to complete this observation as the supervisor/manager of the trainee. You must have observed the trainee working over a period of time.

The trainee has provided details of three pieces of equipment they have moved using three different manual handling techniques.

You need to be confident that the information they have provided is correct and that trainee consistently applies manual handling techniques according to the standards listed in the checklist below.

If you agree that the trainee meets these standards please tick the boxes below. If you do not agree please discuss the requirements with the trainee. Please comment on the trainee’s performance. The assessor may wish to contact you to discuss this observation.

The trainee must move three different pieces of equipment using three different manual handling techniques and consistently meet the standards below.

Assessor/observer to complete



Before, during and after each move, the trainee must make sure they have:

• used safe manual handling techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• moved the equipment safely within the expected timeframes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• stored the equipment appropriately following your organisation’s policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• checked that the equipment was stored safely (following manufacturer’s specifications if there are any).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• followed your organisation’s policies and procedures at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please add any further comments you wish to make.

Observation comments

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

Observation 1

Observer:

Date:

Equipment moved:

Manual handling technique used:

Comments:

Observation 2

Observer:

Date:

Equipment moved:

Manual handling technique used:

Comments:

Observation 3

Observer:

Date:

Equipment moved:

Manual handling technique used:

Comments:

Task 2: Assessor's feedback to trainee

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