



# Care Certificate standards

Updated 2025

Self-assessment tool

**Name:**

**Name of the assessor or line manager:**

**Date of completion:**

# Contents

What are the Care Certificate Standards? .....	3
The standards .....	4
About the self-assessment tool .....	5
Standard 1: Understand your role .....	6
Standard 2: Your personal development .....	9
Standard 3: Duty of care .....	12
Standard 4: Equality, diversity, inclusion and human rights .....	15
Standard 5: Work in a person-centred way .....	17
Standard 6: Communication .....	23
Standard 7: Privacy and dignity .....	27
Standard 8: Fluids and nutrition .....	32
Standard 9: Awareness of mental health and dementia .....	35
Standard 10: Adult safeguarding .....	39
Standard 11: Safeguarding children .....	43
Standard 12: Basic life support .....	44
Standard 13: Health and safety .....	45
Standard 14: Handling information .....	50
Standard 15: Infection prevention and control .....	51
Standard 16: Awareness of learning disability and autism .....	53
Glossary of terms .....	54

## Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

# What are the Care Certificate Standards?

The Care Certificate standards are an identified set of standards that health and social care workers adhere to in their daily working life. Designed with the non-regulated workforce<sup>1</sup> in mind, the Care Certificate gives everyone the confidence that these workers have the same introductory skills, knowledge and behaviours to provide compassionate, safe and high-quality care and support.

The Care Certificate standards:

- can be used to support a robust induction process into the workplace
- across health and social care
- links to competences and units in qualifications
- covers what is required to be caring
- will equip workers with the fundamental skills they need to provide quality care
- gives them a basis from which they can further develop your knowledge and skills as their career progresses

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)

<sup>1</sup>

**In health roles may include:** assistant practitioner, care assistant, healthcare support worker, maternity support worker, nursing assistant, occupational therapy assistant, physiotherapy assistant, radiography assistant, speech and language therapy assistant, senior care assistant.

**In adult social care roles may include:** activities worker, day care assistant, day care officer, domiciliary care worker, home care worker, nursing assistant (in a nursing home or a hospice), personal assistants, reablement assistant, residential care worker, senior home care worker, support worker. **Other roles** may be included where achievement of all of the standards is possible.

# The standards

The 16 standards in the Care Certificate are:

1. Understand your role
2. Your personal development
3. Duty of care
4. Equality, diversity, inclusion and human rights
5. Work in a person-centred way
6. Communication
7. Privacy and dignity
8. Fluids and nutrition
9. Awareness of mental health and dementia
10. Adult safeguarding
11. Safeguarding children
12. Basic life support
13. Health and safety
14. Handling information
15. Infection prevention and control
16. Awareness of learning disability and autism

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)

1

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# About the self-assessment tool

**Employers** may want to use the self-assessment tool prior to health and social care workers commencing their induction. Induction can then be tailored, based on the workers self-assessment. The tool is not designed to be used as part of the selection process and can be used for both new starters and where the employer wishes to award the Care Certificate standards to existing staff or, if necessary, identify additional training needs.

**Health and social care workers:** Your employer has asked you to complete this self-assessment for the Care Certificate standards. Each of the standards is listed with a check list to allow you to rate your own knowledge and skills against the following scale:

<b>Good</b>	You have a good standard of skills and/or knowledge. You use these skills and knowledge on a regular basis and feel confident in your ability. No refresher required.
<b>Adequate</b>	Your standard of skills and/or knowledge meets the standard required. You may only use the skills and knowledge from time to time or you may not feel confident in your ability. You and your employer may agree that you need to refresh specific knowledge or skills from this selection.
<b>Needs refreshing</b>	You previously had this standard of skills and/or knowledge but it is no longer current, or you have not used it in your work recently/regularly. You therefore no longer have the skills and/or knowledge to meet the standard. A refresher is required.
<b>New to me</b>	Either you have never worked in a caring role previously or you haven't previously covered this topic. Training/development is required.

Once you have rated yourself against each standard you will need to have a professional discussion with your assessor, employer or manager to see how you can refresh or develop new knowledge and skills in different areas. It is important that you are honest in your assessment of your current knowledge and skills against each of the standards.

The checklist is just a tool and is not evidence that you are competent against the Care Certificate standards. The decision on whether you meet the standards for the Care Certificate will be made by your manager, employer or assessor using the self-assessment, any other appropriate evidence and in line with the guidance set out for the Care Certificate. Please see: NHS England [www.hee.nhs.uk](http://www.hee.nhs.uk); Skills for Care [www.skillsforcare.org.uk](http://www.skillsforcare.org.uk) or Skills for Health [www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk) for full details

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)

# Standard 1:

## Understand your role

You	To meet this standard, you can:	How would you rate your current ability?
<b>1.1 Understand their own role</b>	1.1a Describe their main duties and responsibilities	Good      Adequate Needs refresh      New to me
	1.1b List the <b>standards</b> and codes of conduct and practice that relate to their role	Good      Adequate Needs refresh      New to me
	1.1c Demonstrate that they are working in accordance with the <b>agreed ways of working</b> with their employer	Good      Adequate Needs refresh      New to me
	1.1d Explain how their previous experiences, attitudes, values and beliefs may affect the way they <b>work</b>	Good      Adequate Needs refresh      New to me
	1.1e Identify the different opportunities for professional and career development in the sector	Good      Adequate Needs refresh      New to me
<b>1.2 Work in ways that have been agreed with their employer</b>	1.2a Describe their employment rights and responsibilities	Good      Adequate Needs refresh      New to me
	1.2b List the aims, objectives and values of the service in which they <b>work</b>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	1.2c Explain why it is important to <b>work</b> in ways that are agreed with their employer	Good      Adequate Needs refresh      New to me
	1.2d Demonstrate how to access full and up-to-date details of <b>agreed ways of working</b> that are relevant to their role	Good      Adequate Needs refresh      New to me
	1.2e Explain how and when to escalate any concerns they might have in line with organisational policy or ways of working	Good      Adequate Needs refresh      New to me
	1.2f Explain why it is important to be honest and identify where errors may have occurred and to tell the appropriate person	Good      Adequate Needs refresh      New to me
<b>1.3 Understand working relationships in health and social care</b>	1.3a Describe their responsibilities to the <b>individuals</b> they support as well as <b>key people</b> , advocates and <b>others</b> who are significant to an <b>individual</b>	Good      Adequate Needs refresh      New to me
	1.3b Explain how a working relationship is different from a personal relationship	Good      Adequate Needs refresh      New to me
	1.3c Describe different working relationships in health and social care settings	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
<b>1.4 Work in partnership with others</b>	1.4a Explain why it is important to <b>work</b> in teams and in partnership with <b>others</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	1.4b Explain why it is important to <b>work</b> in partnership with <b>key people</b> , advocates and <b>others</b> who are significant to <b>individuals</b> being supported	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	1.4c Demonstrate behaviours, attitudes and ways of working that can help improve partnership working	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	1.4d Demonstrate how and when to access support and advice about: <ul style="list-style-type: none"> <li>• partnership working</li> <li>• resolving conflicts</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



# Standard 2: Your personal development

You	To meet this standard, you can:	How would you rate your current ability?
2.1 Agree a <b>personal development plan</b>	2.1a Describe the processes for: <ul style="list-style-type: none"> <li>identifying own learning needs</li> <li>agreeing a <b>personal development plan</b> and who should be involved</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	2.1b Explain why feedback from <b>others</b> is important in helping to develop and improve the way they <b>work</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	2.1c Contribute to and agree own <b>personal development plan</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
2.2 Develop their <b>knowledge, skills and understanding</b>	2.2a Describe the <b>functional level</b> of literacy, numeracy, <b>communication</b> , and <b>digital skills</b> necessary to carry out their role	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	2.2b Explain where to find information and support on how to check and develop own current level of skills in: <ul style="list-style-type: none"> <li>• literacy</li> <li>• numeracy</li> <li>• digital</li> <li>• <b>communication</b></li> </ul>	Good      Adequate Needs refresh      New to me
	2.2c Describe how <b>reflecting</b> on a situation or learning activity has improved their own knowledge, skills and understanding	Good      Adequate Needs refresh      New to me
	2.2d Describe how feedback from <b>others</b> has developed their own knowledge, skills and understanding	Good      Adequate Needs refresh      New to me
	2.2e Demonstrate how to measure their own knowledge, performance and understanding against relevant <b>standards</b>	Good      Adequate Needs refresh      New to me
	2.2f List the learning opportunities available to them and how they can use them to improve their ways of working	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



You	To meet this standard, you can:	How would you rate your current ability?
	2.2g Demonstrate how to record progress in relation to their personal development	Good      Adequate Needs refresh      New to me
	2.2h Explain why <b>continuing professional development</b> is important	Good      Adequate Needs refresh      New to me

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

# Standard 3: Duty of care

You	To meet this standard, you can:	How would you rate your current ability?
<b>3.1 Understand duty of care and duty of candour</b>	3.1a Define <ul style="list-style-type: none"> <li><b>duty of care</b></li> <li><b>duty of candour</b></li> </ul>	Good      Adequate Needs refresh      New to me
	3.1b Describe how the <b>duty of care</b> affects their own <b>work</b> role	Good      Adequate Needs refresh      New to me
<b>3.2 Understand the support available for addressing dilemmas that may arise about duty of care</b>	3.2a Describe <b>dilemmas</b> that may arise between the <b>duty of care</b> and an <b>individual's</b> rights	Good      Adequate Needs refresh      New to me
	3.2b Explain what they must and must not do within their role in managing conflicts and <b>dilemmas</b>	Good      Adequate Needs refresh      New to me
	3.2c Explain where to get additional support and advice about how to resolve such <b>dilemmas</b>	Good      Adequate Needs refresh      New to me
<b>3.3 Deal with comments and complaints</b>	3.3a Demonstrate how to respond to comments and complaints in line with <b>legislation</b> and <b>agreed ways of working</b>	Good      Adequate Needs refresh      New to me

Contents

Intro

Standard 1

Standard 2

**Standard 3**

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

You	To meet this standard, you can:	How would you rate your current ability?
	3.3b Describe who to ask for <b>advice and support</b> in <b>handling comments and complaints</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	3.3c Explain the importance of learning from comments and complaints to improve the quality of service	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>3.4 Deal with incidents, errors and near misses</b>	3.4a Describe how to recognise adverse events, incidents, errors and near misses	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	3.4b Explain what they must and must not do in relation to adverse events, incidents, errors and near misses	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	3.4c List the <b>legislation</b> and <b>agreed ways of working</b> in relation to <b>reporting</b> any adverse events, incidents, errors and near misses	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	3.5a List the factors and difficult situations that may cause confrontation	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>3.5 Deal with confrontation and difficult situations</b>	3.5b Describe how <b>communication</b> can be used to solve problems and reduce the likelihood or impact of confrontation	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



You	To meet this standard, you can:	How would you rate your current ability?
	3.5c Describe how to assess and reduce risks in confrontational situations	Good      Adequate Needs refresh      New to me
	3.5d Demonstrate how and when to access support and advice about resolving conflicts	Good      Adequate Needs refresh      New to me
	3.5e Explain the <b>agreed ways of working</b> for <b>reporting</b> any confrontations	Good      Adequate Needs refresh      New to me

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

# Standard 4: Equality, diversity, inclusion and human rights

You	To meet this standard, you can:	How would you rate your current ability?
<b>4.1 Understand the importance of equality, diversity, inclusion, and human rights</b>	4.1a Explain what is meant by: <ul style="list-style-type: none"> <li>• <b>equality</b> including <b>protected characteristics</b></li> <li>• <b>diversity</b></li> <li>• <b>inclusion</b></li> <li>• <b>human rights</b></li> </ul>	Good      Adequate Needs refresh      New to me
	4.1b Explain what is meant by bias and discrimination	Good      Adequate Needs refresh      New to me
	4.1c Describe ways in which discrimination may deliberately or inadvertently occur in the <b>work</b> setting	Good      Adequate Needs refresh      New to me
	4.1d Explain how practices that support, <b>equality, diversity, inclusion</b> and <b>human rights</b> reduce the likelihood of discrimination	Good      Adequate Needs refresh      New to me
<b>4.2 Work in an inclusive way</b>	4.2a Identify which <b>legislation</b> and codes of practice relating to <b>equality, diversity, inclusion</b> and <b>human rights</b> apply to their own role and practices	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	4.2b Demonstrate interactions with <b>individuals</b> that support <b>culturally appropriate care</b>	Good      Adequate Needs refresh      New to me
	4.2c Describe how to recognise, challenge and <b>report</b> discrimination in line with your employers' policies and procedures, in a way that encourages positive change	Good      Adequate Needs refresh      New to me
<b>4.3 Access information, advice and support about equality, diversity, inclusion and human rights</b>	4.3a Identify a range of sources of information, <b>advice and support</b> about <b>equality, diversity, inclusion and human rights</b>	Good      Adequate Needs refresh      New to me
	4.3b Describe how and when to access information, <b>advice and support</b> about <b>equality, diversity, inclusion and human rights</b>	Good      Adequate Needs refresh      New to me
	4.3c Explain who to ask for <b>advice and support</b> about <b>equality, diversity, inclusion and human rights</b>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



# Standard 5:

## Work in a person-centred way

You	To meet this standard, you can:	How would you rate your current ability?
<b>5.1 Understand person-centred values</b>	5.1a Identify <b>person-centred values</b> and describe how to put them into practice in their day-to-day <b>work</b>	Good      Adequate Needs refresh      New to me
	5.1b Describe why it is important to <b>work</b> in a way that promotes <b>person-centred values</b> when providing support to <b>individuals</b>	Good      Adequate Needs refresh      New to me
	5.1c Identify ways to promote dignity in their day-to-day <b>work</b>	Good      Adequate Needs refresh      New to me
	5.1d Explain the importance of <b>relationships</b> significant to the <b>individual</b> being supported when working in a person-centred way	Good      Adequate Needs refresh      New to me
<b>5.2 Understand working in a person-centred way</b>	5.2a Describe the importance of finding out the history, preferences, wishes and <b>needs</b> of the <b>individual</b>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	5.2b Explain why the changing <b>needs</b> of an <b>individual</b> must be reflected in their care and/or support plan	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	5.2c Explain the importance of supporting <b>individuals</b> to plan for their future <b>wellbeing</b> and fulfilment, including end-of-life care	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
<b>5.3 Understand the meaning of mental capacity in relation to how care is provided</b>	5.3a Identify relevant <b>legislation</b> and codes of practice relating to mental capacity	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	5.3b Explain what is meant by the term "capacity"	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	5.3c. Explain why it is important to assume that someone has capacity unless there is evidence that they do not	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	5.3d Explain what is meant by "consent", and factors that influence an <b>individual's</b> mental capacity and ability to express consent	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	5.3e Describe situations where an assessment of capacity might need to be undertaken and the meaning and significance of: <ul style="list-style-type: none"> <li>• <b>best interest decisions</b></li> <li>• <b>advance statements</b></li> <li>• <b>advanced decisions</b></li> </ul>	Good      Adequate  Needs refresh      New to me
<b>5.4 Demonstrate awareness of the individual's immediate environment and make changes to address factors that may be causing discomfort or distress</b>	5.4a Take appropriate steps to remove or minimise the environmental factors causing the discomfort or distress. This could include: <ul style="list-style-type: none"> <li>• lighting</li> <li>• noise</li> <li>• temperature</li> <li>• unpleasant odours</li> </ul>	Good      Adequate  Needs refresh      New to me
	5.4b <b>Report</b> any concerns they have to the relevant person. This could include: <ul style="list-style-type: none"> <li>• senior member of staff</li> <li>• <b>carer</b></li> <li>• family member</li> </ul>	Good      Adequate  Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
<b>5.5 Make others aware of any actions they may be undertaking that are causing discomfort or distress to individuals</b>	5.5a Raise any concerns directly with the individual concerned	Good      Adequate Needs refresh      New to me
	5.5b Raise any concern with their supervisor/ manager	Good      Adequate Needs refresh      New to me
	5.5c Raise any concerns via other channels or systems e.g. at team meetings	Good      Adequate Needs refresh      New to me
<b>5.6 Support individuals to minimise pain, discomfort and emotional distress</b>	5.6a Ensure that where <b>individuals</b> have restricted movement or mobility that they are comfortable	Good      Adequate Needs refresh      New to me
	5.6b Recognise the signs that an <b>individual</b> is in pain, discomfort or emotional distress. This could include: <ul style="list-style-type: none"> <li>• verbal <b>reporting</b> from the <b>individual</b></li> <li>• non-verbal <b>communication</b></li> <li>• changes in behaviour</li> </ul>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?	Contents
	<p>5.6c Take appropriate steps to remove or minimise factors, including environmental factors, which may be causing pain, discomfort or emotional distress to the <b>individual</b>. This could include:</p> <ul style="list-style-type: none"> <li>• following the plan of care e.g. re-positioning or giving prescribed pain relief medication</li> <li>• <b>reporting</b> to a more senior member of staff and following <b>agreed ways of working</b></li> <li>• ensuring equipment or medical devices are working properly or in the correct position e.g. wheelchairs, prosthetics, catheter tubes</li> <li>• providing emotional support</li> <li>• wet or soiled clothing or bed linen</li> <li>• poorly positioned lighting</li> <li>• noise</li> </ul>	<p>Good      Adequate</p> <p>Needs refresh      New to me</p>	<p>Intro</p> <p>Standard 1</p> <p>Standard 2</p> <p>Standard 3</p> <p>Standard 4</p> <p><b>Standard 5</b></p> <p>Standard 6</p> <p>Standard 7</p> <p>Standard 8</p> <p>Standard 9</p> <p>Standard 10</p> <p>Standard 11</p> <p>Standard 12</p> <p>Standard 13</p> <p>Standard 14</p> <p>Standard 15</p> <p>Standard 16</p> <p>Glossary</p>
<b>5.7 Support the individual to maintain their identity and self-esteem and promote wellbeing</b>	<p>5.7a Explain how <b>individual</b> identity and self-esteem are linked to <b>wellbeing</b></p>	<p>Good      Adequate</p> <p>Needs refresh      New to me</p>	

You	To meet this standard, you can:	How would you rate your current ability?
	5.7b Demonstrate that their own attitudes and behaviours promote the <b>wellbeing</b> of the <b>individual</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	5.7c Support and encourage <b>individuals</b> own sense of identity and self-esteem	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	5.7d <b>Report</b> any concerns about the <b>individual's wellbeing</b> to the appropriate person. This could include: <ul style="list-style-type: none"> <li>• senior member of staff</li> <li>• <b>carer</b></li> <li>• family member</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>5.8 Support the individual using person-centred values</b>	5.8a Demonstrate that their actions promote <b>person-centred values</b> including: <ul style="list-style-type: none"> <li>• individuality</li> <li>• independence</li> <li>• privacy</li> <li>• partnership</li> <li>• choice</li> <li>• dignity</li> <li>• respect</li> <li>• rights</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 6: Communication

You	To meet this standard, you can:	How would you rate your current ability?
<b>6.1 Understand the importance of effective communication at work</b>	6.1a Describe the different ways that people communicate	Good      Adequate Needs refresh      New to me
	6.1b Describe how <b>communication</b> affects relationships at <b>work</b>	Good      Adequate Needs refresh      New to me
<b>6.2 Understand how to meet the communication and language needs, wishes and preferences of individuals</b>	6.2a Describe how to establish an <b>individual's communication</b> and language <b>needs</b> , wishes and preferences	Good      Adequate Needs refresh      New to me
	6.2b List a range of <b>communication</b> methods, <b>aids, assistive technologies</b> and digital communication tools that could help meet an <b>individual's communication needs</b> , wishes and preferences	Good      Adequate Needs refresh      New to me
<b>6.3 Understand how to promote effective communication</b>	6.3a List <b>barriers</b> to effective <b>communication</b> with <b>individuals</b> and how they can be reduced	Good      Adequate Needs refresh      New to me

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

**Standard 6**

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

You	To meet this standard, you can:	How would you rate your current ability?
	6.3b Describe how an <b>individual's</b> behaviour may be a form of <b>communication</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	6.3c Describe how to check whether they (the support worker) have been understood	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	6.3d Describe where to find information and support or <b>services</b> , to help the <b>individual</b> communicate more effectively	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>6.4 Understand the principles and practices relating to confidentiality</b>	6.4a Describe what confidentiality means in relation to their role	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	6.4b List any <b>legislation</b> and <b>agreed ways of working</b> to maintain confidentiality in day-to-day <b>communication</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	6.4c Describe situations where information, normally considered to be confidential, might need to be passed on	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



You	To meet this standard, you can:	How would you rate your current ability?
	6.4d Describe who they should ask for <b>advice and support</b> about confidentiality	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>6.5 Use appropriate verbal and non-verbal communication</b>	<p>6.5a Demonstrate the use of appropriate verbal and non-verbal <b>communication</b>:</p> <p>Verbal:</p> <ul style="list-style-type: none"> <li>• tone</li> <li>• volume</li> </ul> <p>Non-verbal:</p> <ul style="list-style-type: none"> <li>• position/proximity</li> <li>• eye contact</li> <li>• body language</li> <li>• touch</li> <li>• writing</li> <li>• signing</li> </ul> <p>Using <b>communication aids</b> including:</p> <ul style="list-style-type: none"> <li>• signs</li> <li>• symbols and pictures</li> <li>• objects of reference</li> </ul> <p><b>Communication</b> may take place:</p> <ul style="list-style-type: none"> <li>• face to face</li> <li>• by telephone or text</li> <li>• by written <b>reports</b> or letters</li> <li>• by using digital tools and technology e.g. email, internet or social networks</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

You	To meet this standard, you can:	How would you rate your current ability?
	6.5b Describe why it is important to observe and be receptive to an <b>individual's</b> reactions when communicating with them	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>6.6 Support the use of appropriate communication aids/ technologies</b>	6.6a Ensure the appropriate and safe use of <b>communication aids, assistive technologies</b> , and digital communication tools are: <ul style="list-style-type: none"> <li>• available</li> <li>• clean</li> <li>• working properly (including updated software where appropriate)</li> <li>• in good repair</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	6.6b <b>Report</b> any concerns about the <b>communication aid/technology</b> or digital communication tool to the appropriate person. This could include: <ul style="list-style-type: none"> <li>• senior member of staff</li> <li>• <b>carer</b></li> <li>• family member</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 7: Privacy and dignity

You	To meet this standard, you can:	How would you rate your current ability?
7.1 Understand the principles that underpin privacy and dignity in care	7.1a Describe what is meant by privacy and dignity	Good      Adequate Needs refresh      New to me
	7.1b List situations where an <b>individual's</b> privacy and dignity could be compromised	Good      Adequate Needs refresh      New to me
	7.1c Describe different ways to maintain privacy and dignity of <b>individuals</b> in your <b>care and support</b>	Good      Adequate Needs refresh      New to me
7.2 Maintain the privacy and dignity of the individual(s) in their care	7.2a Demonstrate that their actions maintain the privacy of the <b>individual</b> . This could include: <ul style="list-style-type: none"> <li>• using appropriate volume to discuss the <b>care and support</b> of an <b>individual</b></li> <li>• discussing the <b>individual's care and support</b> in a place where <b>others</b> cannot overhear</li> </ul>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?	Contents
	<p>7.2b Demonstrate that the privacy and dignity of the <b>individual</b> is maintained at all times in line with the person's individual <b>needs</b> and preferences when providing personal care. This could include:</p> <ul style="list-style-type: none"> <li>• making sure doors, screens or curtains are in the correct position</li> <li>• getting permission before entering someone's personal space</li> <li>• knocking before entering the room</li> <li>• ensuring any clothing, hospital gowns are positioned correctly</li> <li>• ensuring the <b>individual</b> is positioned appropriately, e.g. not exposing any part of their body they would not want <b>others</b> to be able to see</li> </ul>	<p>Good      Adequate</p> <p>Needs refresh      New to me</p>	<p>Intro</p> <p>Standard 1</p> <p>Standard 2</p> <p>Standard 3</p> <p>Standard 4</p> <p>Standard 5</p> <p>Standard 6</p> <p><b>Standard 7</b></p> <p>Standard 8</p> <p>Standard 9</p> <p>Standard 10</p> <p>Standard 11</p> <p>Standard 12</p> <p>Standard 13</p> <p>Standard 14</p> <p>Standard 15</p> <p>Standard 16</p> <p>Glossary</p>

You	To meet this standard, you can:	How would you rate your current ability?
	7.2c Explain why it is important not to disclose anything about the <b>individual</b> that they may wish to be kept private, unless it is appropriate to do so. This could include: <ul style="list-style-type: none"> <li>• health condition</li> <li>• sexual orientation</li> <li>• personal history</li> <li>• social circumstances</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	7.2d <b>Report</b> any concerns they have to the relevant person. This could include: <ul style="list-style-type: none"> <li>• senior member of staff</li> <li>• <b>carer</b></li> <li>• family member</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>7.3 Support an individual's right to make choices</b>	7.3a Describe ways of helping <b>individuals</b> to make informed choices	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	7.3b Explain how risk assessment processes can be used to support the right of <b>individuals</b> to make their own decisions	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	7.3c Explain why personal views must not influence an <b>individual's</b> own choices or decisions	<div>Good Adequate</div> <div>Needs refresh New to me</div>

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

**Standard 7**

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

You	To meet this standard, you can:	How would you rate your current ability?
	7.3d Describe why there may be times when they need to support an <b>individual</b> to question or challenge decisions made about them by <b>others</b>	Good      Adequate Needs refresh      New to me
<b>7.4 Support individuals in making choices about their care</b>	7.4a Demonstrate how to support <b>individuals</b> to make informed choices	Good      Adequate Needs refresh      New to me
	7.4b Ensure any risk assessment processes are used to support the right of <b>individuals</b> to make their own decisions	Good      Adequate Needs refresh      New to me
	7.4c Ensure their own personal views do not influence an <b>individual's</b> own choices or decisions	Good      Adequate Needs refresh      New to me
	7.4d Describe how to <b>report</b> any concerns they have to the relevant person. This could include: <ul style="list-style-type: none"> <li>• senior member of staff</li> <li>• <b>carer</b></li> <li>• family member</li> </ul>	Good      Adequate Needs refresh      New to me
<b>7.5 Understand how to support active participation</b>	7.5a Describe the importance of how valuing people contributes to <b>active participation</b>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	7.5b Explain how to enable <b>individuals</b> to make informed choices about their lives	Good      Adequate Needs refresh      New to me
	7.5c List other ways they can support <b>active participation</b>	Good      Adequate Needs refresh      New to me
	7.5d Describe the importance of enabling <b>individuals</b> to be as independent as possible and to maintain their own network of <b>relationships</b> and <b>connections</b> with their community	Good      Adequate Needs refresh      New to me
<b>7.6 Support the individual in active participation in their own care</b>	7.6a Demonstrate that they can support the <b>active participation</b> of <b>individuals</b> in their care	Good      Adequate Needs refresh      New to me
	7.6b <b>Reflect</b> on how their own personal views could restrict the <b>individual's</b> ability to actively participate in their care	Good      Adequate Needs refresh      New to me
	7.6c <b>Report</b> any concerns to the relevant person. This could include: <ul style="list-style-type: none"> <li>• senior member of staff</li> <li>• <b>carer</b></li> <li>• family member</li> </ul>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 8: Fluids and nutrition

You	To meet this standard, you can:	How would you rate your current ability?
<b>8.1 Understand the principles of hydration, nutrition and food safety</b>	8.1a Describe the importance of food safety, including hygiene, in the preparation and handling of food	Good Adequate Needs refresh New to me
	8.1b Explain the importance of good nutrition and hydration in maintaining health and <b>wellbeing</b>	Good Adequate Needs refresh New to me
	8.1c List signs and symptoms of poor nutrition and hydration	Good Adequate Needs refresh New to me
	8.1d Explain how to promote adequate nutrition and hydration	Good Adequate Needs refresh New to me
	8.1e Explain how to identify and <b>report</b> changes or risks relating to nutrition and hydration needs	Good Adequate Needs refresh New to me
<b>8.2 Support individuals to have access to fluids in accordance with their plan of care</b>	8.2a Ensure that fluids are within reach of those that have restrictions on their liberty, movement or mobility	Good Adequate Needs refresh New to me

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

**Standard 8**

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary



You	To meet this standard, you can:	How would you rate your current ability?
	8.2b Ensure that fluids are refreshed on a regular basis	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	8.2c Ensure that fluids are offered, and <b>individuals</b> are supported and encouraged to drink in accordance with their plan of care	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	8.2d Know how to <b>report</b> any concerns to the relevant person. This could include: <ul style="list-style-type: none"> <li>senior member of staff</li> <li><b>carer</b></li> <li>family member</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>8.3 Support individuals to have access to food and nutrition in accordance with their plan of care</b>	8.3a Ensure any nutritional products are within reach of those that have restrictions on their liberty, movement mobility	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	8.3b Ensure food is provided at the appropriate temperature and in accordance with the plan of care and the <b>individual</b> is able to eat it	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	8.3c Ensure that appropriate utensils are available to enable the <b>individual</b> to meet their nutritional <b>needs</b> as independently as possible	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	8.3d Support and encourage <b>individuals</b> to eat in accordance with their plan of care	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	8.3e Know how to <b>report</b> any concerns to the relevant person. This could include: <ul style="list-style-type: none"> <li>senior member of staff</li> <li><b>carer</b></li> <li>family member</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 9:

## Awareness of mental health and dementia

You	To meet this standard, you can:	How would you rate your current ability?
<b>9.1 Understand the needs and experiences of people with mental health conditions or dementia</b>	9.1a Describe what is meant by the terms: <ul style="list-style-type: none"> <li>• mental health</li> <li>• mental wellbeing</li> </ul>	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	9.1b List common <b>types of mental health conditions</b>	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	9.1c Explain what is <b>meant by the term dementia</b>	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	9.1d Explain how these conditions may influence a person's <b>needs</b> in relation to the care that they may require	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	9.1e Explain why it is important to understand that the causes and support <b>needs</b> are different for people with mental health conditions or dementia	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
9.2 Understand the importance of promoting positive health and wellbeing for an individual who may have a mental health condition or dementia	9.2a Explain how positive attitudes towards those with mental health conditions or dementia will improve the <b>care and support</b> they receive	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	9.2b Describe the social model of disability and how it underpins positive attitudes and involving people in their own care	<div>Good Adequate</div> <div>Needs refresh New to me</div>
9.3 Understand the reasonable adjustments which may be necessary in care delivery relating to an individual who may have a mental health condition or dementia	9.3a Identify <b>reasonable adjustments</b> which can be made in health and care services accessed by <b>individuals</b> living with a mental health condition or dementia and the importance of planning these in advance	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	9.3b Describe how to <b>report</b> concerns associated with any unmet <b>needs</b> which may arise from mental health conditions or dementia through <b>agreed ways of working</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
<b>9.4 Understand the importance of early detection of mental health conditions or dementia</b>	9.4a Describe how to recognise early indicators of mental health deterioration	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	9.4b List early signs and symptoms of dementia	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	9.4c Explain why early detection of mental health <b>needs</b> or dementia is important	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	9.4d Give examples of how and why adjustments to <b>care and support</b> might need to be made when a mental health condition or dementia is identified or there is a decline in the <b>individual's</b> condition	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	9.4e Explain ways to engage with and signpost <b>individuals</b> living with a mental health condition or dementia and their families and <b>carers</b> to other services and support	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



You	To meet this standard, you can:	How would you rate your current ability?
9.5 Understand legal frameworks, policy and guidelines relating to mental health conditions or dementia	9.5a List the main requirements of <b>legislation</b> and policies that are designed to promote the <b>human rights, inclusion</b> , equal life chances and citizenship of <b>individuals</b> with mental health conditions or dementia	Good      Adequate  Needs refresh      New to me
	9.5b Explain how the <b>legislation</b> and policies listed may affect the day-to-day experiences of <b>individuals</b> with mental health <b>needs</b> or dementia and their families	Good      Adequate  Needs refresh      New to me

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

Standard 16

Glossary

# Standard 10:

## Adult safeguarding

You	To meet this standard, you can:	How would you rate your current ability?
10.1 Principles of adult safeguarding	10.1a Explain the term adult safeguarding	Good      Adequate Needs refresh      New to me
	10.1b Give the <b>legal definition</b> of an adult at risk	Good      Adequate Needs refresh      New to me
	10.1c Explain their own role and responsibilities in safeguarding <b>individuals</b>	Good      Adequate Needs refresh      New to me
	10.1d List the main types of <b>abuse</b>	Good      Adequate Needs refresh      New to me
	10.1e Describe what constitutes <b>harm</b>	Good      Adequate Needs refresh      New to me
	10.1f Describe what constitutes <b>restrictive practices</b> ; the organisation's policies and procedures in relation to <b>restrictive practices</b> and your own role in implementing these	Good      Adequate Needs refresh      New to me
	10.1g List the possible indicators of <b>abuse</b>	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	10.1h Describe the nature and scope of <b>harm</b> to and <b>abuse</b> of adults at risk	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.1i List a range of factors which have featured in adult <b>abuse</b> and <b>neglect</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.1j Describe the range of potential risks with using technology and how to support <b>individuals</b> to be safe without being <b>risk averse</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.1k Demonstrate the importance of ensuring <b>individuals</b> are treated with dignity and respect when providing health and care services	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.1l Describe where to get information and advice about their role and responsibilities in preventing and protecting <b>individuals</b> from <b>harm</b> and <b>abuse</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>10.2 Reduce the likelihood of abuse</b>	10.2a Explain why an <b>individual</b> may be at risk from <b>harm</b> or <b>abuse</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



You	To meet this standard, you can:	How would you rate your current ability?
	10.2b Describe how care environments can promote or undermine people's dignity and rights	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.2c Explain the importance of individualised and <b>person-centred</b> care	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.2d Explain how to apply the basic principles of helping people to keep themselves safe	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.2e Explain the local arrangements for the implementation of multi-agency adult safeguarding policies and procedures	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.2f List ways in which the likelihood of <b>abuse</b> may be reduced by <ul style="list-style-type: none"> <li>• working with <b>person-centred values</b></li> <li>• enabling <b>active participation</b></li> <li>• promoting choice and rights</li> <li>• working in partnership with <b>others</b></li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
<b>10.3 Respond to suspected or disclosed abuse</b>	10.3a Explain what to do if <b>abuse</b> of an adult is suspected; including how to raise concerns in accordance with <b>ways of working</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>10.4 Protect people from harm and abuse – locally and nationally</b>	10.4a List relevant <b>legislation</b> , local and national policies and procedures which relate to adult safeguarding	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.4b Explain the importance of sharing information with the relevant agencies	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	10.4c Describe the actions to take if they experience <b>barriers</b> in alerting or referring to relevant agencies	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 11: Safeguarding children

You	To meet this standard, you can:	How would you rate your current ability?
<b>11.1 Safeguard children</b>	<p><b>If they work in health:</b> Meet the most up to date national minimum training standards for safeguarding children at the level appropriate to their workplace as set out in the intercollegiate guidance issued by the Royal College of Nursing</p> <p><b>If they work in social care:</b> Explain what they must do if they suspect a child, young person (met in any circumstances) is being abused or neglected</p>	<p>Good      Adequate</p> <p>Needs refresh      New to me</p>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 12:

## Basic life support

You	To meet this standard, you can:	How would you rate your current ability?
<b>12.1 Provide basic life support</b>	<p>Be able to carry out basic life support.</p> <p>Complete practical basic life support training that meets the UK Resuscitation Council guidelines.</p> <ul style="list-style-type: none"> <li>• If working with adults in health and social care they will undertake training in adult basic life support</li> <li>• If working with Paediatric patients in health, they will undertake training in paediatric basic life support</li> <li>• If working with Newborn patients in health, they will undertake training in newborn life support</li> </ul> <p>Guidance:</p> <ul style="list-style-type: none"> <li>• Most up to date Resuscitation Council Resuscitation Guidelines</li> <li>• Cardiopulmonary Resuscitation – Standards for clinical practice and training Joint Statement</li> </ul>	<p>Good      Adequate</p> <p>Needs refresh      New to me</p>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 13:

## Health and safety

You	To meet this standard, you can:	How would you rate your current ability?
<b>13.1 Understand their own responsibilities, and the responsibilities of others, relating to health and safety in the work setting</b>	13.1a Identify <b>legislation</b> relating to general <b>health and safety</b> in a health or social care <b>work</b> setting	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.1b Describe the main points of the <b>health and safety</b> policies and procedures agreed with the employer	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.1c Outline the main <b>health and safety</b> responsibilities of: <ul style="list-style-type: none"> <li>• self</li> <li>• the employer or manager</li> <li>• <b>others</b> in the <b>work</b> setting</li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.1d List tasks relating to <b>health and safety</b> that should not be carried out without special training	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	13.1e Explain how to access additional support and information relating to <b>health and safety</b>	Good      Adequate Needs refresh      New to me
<b>13.2 Understand risk assessment</b>	13.2a Explain why it is important to assess the <b>health and safety</b> risks posed by particular <b>work</b> settings, situations or activities	Good      Adequate Needs refresh      New to me
	13.2b Describe how and when to <b>report health and safety</b> risks that they have identified	Good      Adequate Needs refresh      New to me
<b>13.3 Move and assist safely</b>	13.3a Identify key pieces of <b>legislation</b> that relate to <b>moving and assisting</b>	Good      Adequate Needs refresh      New to me
	13.3b List tasks relating to <b>moving and assisting</b> that they are not allowed to carry out until they are competent	Good      Adequate Needs refresh      New to me

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	13.3c Demonstrate how to move and assist people and objects safely, maintaining the <b>individual's</b> dignity, and in line with <b>legislation</b> and <b>agreed ways of working</b>	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
<b>13.4 Understand procedures for responding to accidents and sudden illness</b>	13.4a List the different types of accidents and sudden illness that may occur in the course of their <b>work</b>	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	13.4b Describe the procedures to be followed if an accident or sudden illness should occur	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
	13.4c List the emergency first aid actions they are and are <u>not</u> allowed to carry out	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>
<b>13.5 Understand medication and healthcare tasks</b>	13.5a Describe the <b>agreed ways of working</b> in relation to medication	<div>Good      Adequate</div> <div>Needs refresh      New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	13.5b Describe the <b>agreed ways of working</b> in relation to <b>healthcare tasks</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.5c List the tasks relating to medication and health care procedures that they are <u>not</u> allowed to carry out until they are competent	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>13.6 Handle hazardous substances</b>	13.6a Describe the hazardous substances in their workplace	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.6b Demonstrate safe practices for storing, using and disposing of hazardous substances	<div>Good Adequate</div> <div>Needs refresh New to me</div>
<b>13.7 Promote fire safety</b>	13.7a Explain how to prevent fires from starting or spreading	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.7b Describe what to do in the event of a fire	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)



You	To meet this standard, you can:	How would you rate your current ability?
13.8 Work securely	13.8a Describe the measures that are designed to protect their own security <b>at work</b> , and the security of those they support	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.8b Explain the <b>agreed ways of working</b> for checking the identity of anyone requesting access to premises or information	<div>Good Adequate</div> <div>Needs refresh New to me</div>
13.9 Manage mental health and personal wellbeing	13.9a Describe common factors that can affect the mental health and <b>wellbeing</b> of themselves and <b>others</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.9b Identify circumstances that tend to trigger these factors in themselves and <b>others</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	13.9c Explain how to access and use the resources which are available to support own and <b>others</b> mental health and <b>wellbeing</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 14:

## Handling information

You	To meet this standard, you can:	How would you rate your current ability?
<b>14.1 Handle information</b>	14.1a Describe the <b>agreed ways of working</b> and <b>legislation</b> regarding accessing, recording, storing, and sharing of information	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	14.1b Explain why it is important to have <b>secure systems</b> for accessing, recording, storing and sharing information	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	14.1c Demonstrate how to keep <b>records</b> that are up to date, complete, accurate and legible	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	14.1d Explain how, and to whom, to <b>report</b> if: <ul style="list-style-type: none"> <li>• <b>agreed ways of working</b> and <b>legislation</b> have not been followed</li> <li>• there has been a <b>data breach</b> or risk to <b>data security</b></li> </ul>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 15:

## Infection prevention and control

You	To meet this standard, you can:	How would you rate your current ability?
15.1 Prevent the spread of infection	15.1a Describe the causes of infection and the six links in the chain of infection	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1b Identify the standard infection prevention and control (IPC) <b>precautions</b> which must be followed to protect you and <b>others</b> in your workplace and where to find the most up to date information	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1c Explain your role in preventing infection in the area you <b>work</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1d Demonstrate effective <b>hand hygiene</b> using appropriate products	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1e Explain how your own health, hygiene, vaccinations status and exposure to infection <b>at work</b> might pose a risk to the <b>individuals</b> you support and <b>others</b> you meet	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

You	To meet this standard, you can:	How would you rate your current ability?
	15.1f Identify common types of <b>personal protective equipment (PPE) and clothing</b> and describe how and when to use them	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1g Demonstrate effective use of PPE appropriate to the care activity including putting on and taking off (donning and doffing) safely	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1h Describe the appropriate methods for cleaning and/or <b>decontamination</b> of the care environment/ equipment	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1i Identify the process for safe handling of blood/bodily fluids spills	<div>Good Adequate</div> <div>Needs refresh New to me</div>
	15.1j Identify the principles of safe handling and disposal of infected or soiled linen/ equipment and <b>clinical waste</b>	<div>Good Adequate</div> <div>Needs refresh New to me</div>

[Contents](#)[Intro](#)[Standard 1](#)[Standard 2](#)[Standard 3](#)[Standard 4](#)[Standard 5](#)[Standard 6](#)[Standard 7](#)[Standard 8](#)[Standard 9](#)[Standard 10](#)[Standard 11](#)[Standard 12](#)[Standard 13](#)[Standard 14](#)[Standard 15](#)[Standard 16](#)[Glossary](#)

# Standard 16:

## Awareness of learning disability and autism

You	To meet this standard, you can:	How would you rate your current ability?
<b>16.1 Demonstrate awareness of learning disability and autism</b>	<p>It is a legal requirement that all staff working in Care Quality Commission regulated services undertake training in how to interact appropriately with people with a learning disability and autistic people, at a level appropriate to their role:</p> <p><a href="#">Regulation 18: Staffing - Care Quality Commission</a></p> <p>Information for providers on how the training should be undertaken can be found at:</p> <p><a href="#">NHS England</a></p> <p>or</p> <p><a href="#">Skills for Care</a></p>	<p>Good      Adequate</p> <p>Needs refresh      New to me</p>

Contents

Intro

Standard 1

Standard 2

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Standard 8

Standard 9

Standard 10

Standard 11

Standard 12

Standard 13

Standard 14

Standard 15

**Standard 16**

Glossary

# Glossary of terms

**Abuse:** abuse may be physical, domestic violence or abuse, sexual, psychological or emotional, financial or material, modern slavery, discriminatory, organisational or institutional, neglect or acts of omission and self-neglect.

**Active participation:** active participation is a way of working that recognises an individual's right to participate in the activities and relationships of everyday life as independently as possible. The individual is regarded as an active partner in their own care or support, rather than as a passive recipient. Ways to support active participation may include assistive technology, for example use of technology or other devices.

**Advance decisions:** an advance decision is a decision an individual can make to refuse a specific type of treatment at some time in the future. This is not the same as an advanced statement.

**Advance statements:** an advance statement is a written statement that sets down the individual's preferences, wishes, beliefs and values regarding their future care.

**Advice and support:** advice and support can come from within or outside of your organisation and may include raising any concerns you may have through the most appropriate channels.

**Agreed ways of working:** this refers to employers policies, procedures and expected practices. They include those less formally documented by individual employers and the self-employed or formal policies.

**Assistive technologies:** technologies which support, assist, and enable the individual to communicate using alternative means and could include a range of software such as: light writers, eye gaze devices, voice recognition, speech synthesizers, symbol making

software. Other technologies which could also support the individual and others could be considered here, for example alerting devices, virtual assistants, sensors, hearing loops and artificial intelligence.

**At work:** the definition of "at work" may include within the home of the individual you are supporting.

**Barriers:** these can include barriers of culture, gender, religion, language, literacy, health issues, disability, sensory or physical impairment.

**Best interest decision:** a best interests decision is a decision made by applying the best interest principle, as set out in The Mental Capacity Act 2005. A best interests decision is a decision made for and on behalf of a person who lacks capacity to make their own decision.

**Care and support:** care and support enables people to do the everyday things like getting out of bed, dressed and into work; cooking meals; seeing friends; caring for our families; and being part of our communities. It might include emotional support at a time of difficulty or stress, or helping people who are caring for a family member or friend. It can mean support from community groups or networks: for example, giving others a lift to a social event. It might also include state-funded support, such as information and advice, support for carers, housing support, disability benefits and adult social care. This will be in line with the individuals plan of care, needs, wishes and preferences.

**Carers:** those who provide unpaid care.

**Clinical waste:** this includes "sharps," such as needles, bodily fluids, used continence products, PPE and dressings.

**Communication:** this includes using verbal and non-verbal communication such as signs, symbols, pictures, writing, objects

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)

of reference, human and technical aids, eye contact, body language and touch. Communication may take place using a variety of methods including verbal e.g. face to face, by telephone, written e.g., reports, records, by letter, and by using digital and virtual communication systems and platforms e.g. electronic care records systems, care monitoring systems via a computer, laptop, tablet or phone.

**Communication aids:** aids which can support individuals to communicate in a way they understand. This could include but is not limited to signs, symbols and pictures, objects of reference, communication boards, makaton, British Sign Language, hearing aids, glasses, and braille.

**Connections:** could include family, friends, loved ones and the individuals community.

**Continuing professional development:** this is the way in which you can continue to learn and develop throughout your career, helping to keep your skills and knowledge up to date and ensuring you can work safely and effectively.

**Culturally appropriate care:** being sensitive to people's cultural identity or heritage. It means being alert and responsive to beliefs or conventions that might be determined by cultural heritage. It can cover a range of things e.g., ethnicity, nationality, religion or it might be to do with the individual's sexuality or gender.

**Data breach:** this is the accidental or unlawful destruction, loss, alternation, unauthorised disclosure of, or access to, personal or secure data.

**Data security:** protecting the data, computers and network used by the organisation.

**Decontamination:** this includes the processes used after cleaning to disinfect and sterilise environments and equipment.

**Dilemma:** a difficult situation or problem.

**Digital skills:** the skills and knowledge

needed to undertake everyday digital activities relevant to your job role. This can include finding and managing digital information, sharing data digitally, using digital technology and making use of eLearning. It may involve using a computer, laptop, tablet or phone. This can also include using and supporting individuals with assistive technology and digital communication tools.

**Digital communication skills:** could include use of virtual communications platforms e.g., a PC, tablet, telephone/text, smart phone/watch and encompass a range of technical platforms such as using online services, monitoring platforms, forums, video calling, email, social media and chatbots.

**Diversity:** recognising, respecting and valuing differences in everyone.

**Duty of candour:** the responsibility all workers have, to be open and honest with individuals accessing health and care services, whether or not something has gone wrong.

**Duty of care:** your duty of care means that you must aim to provide high quality care to the best of your ability and say if there are any reasons why you may be unable to do so.

**Equality:** being equal in status, rights, and opportunities.

**Functional level:** the essential elements of literacy, numeracy, communication and digital skills you need to perform your work confidently and effectively.

**Handling comments and complaints:** this includes recording them.

**Hand hygiene:** refers to following recommended hand-washing techniques and the use of appropriate sanitiser.

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)

**Harm:** refers to any negative impact on an individual's physical, mental, emotional, or social wellbeing.

**Healthcare tasks:** these include any clinical procedures, including those delegated to you and carried out as part of a care or support plan for example those relating to stoma care, catheter or injections.

**Health and safety:** this could be in relation to the safety of yourself, your colleagues or the people you support.

**Human rights:** are moral principles or norms for certain standards of human behaviour and are regularly protected in law within The Human Rights Act 1998.

**Inclusion:** ensuring that all people are included, respected and appreciated as part of society.

**Individual(s):** this refers to any adult accessing care or support; it will usually mean the person or people supported by the worker.

**Key people:** the people who are important to an individual and who can make a difference to his or her wellbeing. Key people may include loved ones, family, friends, carers and others with whom the individual has a supportive relationship.

**Legal definition:** according to The Care Act 2014.

**Legislation:** important legislation, which relates to topic content e.g., The Equality Act, The Human Rights Act, The Data Protection Act, and The Mental Capacity Act.

**Meant by the term dementia:** this should include key facts, causes and the different types of dementia, also that dementia will be different for every person.

**Moving and assisting:** this is often referred to as "moving and handling" in health and "moving and positioning" in social care.

**Needs:** assessed needs can include a variety of physical, mental health, emotional, social, spiritual, communication, learning, support or care needs.

**Neglect:** is a type of abuse by omission, it involves the failure to meet a person's needs, placing their health, safety, or wellbeing at risk.

**Others:** for example, your own colleagues and other professionals across health and social care.

**Personal development plan:** yours may have a different name, but it will record information such as personal and professional learning and development activities and timescales for achieving them.

**Personal protective equipment (PPE) and clothing:** includes the different equipment available and used in the setting and where appropriate this may include reference to uniform.

**Person-centred values and care:** these include individuality, independence, privacy, partnership, choice, dignity, respect and rights and approaches to seeing the whole person.

**Precautions:** these relate to the health or care environment, the service type and current organisational, national, and or local policy/procedure and guidance.

**Protected characteristics:** as defined by The Equality Act 2010.

**Reasonable adjustments:** steps, adaptations and changes which can be made to meet the needs and preference of an individual.

**Records:** includes written and electronic.

**Reflecting:** this is the process of thinking about every aspect of your work, including identifying how and where it could be improved.

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)



**Relationships:** the range of relationships important to individuals you are supporting, this includes beyond immediate family and next of kin.

**Report(ing):** in line with agreed ways of working and may include verbal, written and electronic methods. This also includes the recording of adverse events, incidents, confrontations, errors and issues.

**Restrictive practices:** restrictive practice or 'restrictive interventions' are defined as: "Interventions that restrict an individual's movement, liberty and/or freedom to act independently in order to:

- take immediate control of a dangerous situation
- end or reduce significantly the danger to the person or others
- contain or limit the patient's freedom for no longer than is necessary."

*Positive and proactive care: reducing the need for restrictive interventions (DH 2014).*

**Risk averse:** balancing safety measures with the benefits individuals can gain from accessing and using technology, such as on-line systems, and the individuals rights to make informed decisions.

**Secure systems:** this includes both manual and electronic systems.

**Services:** services may include translation, interpreting, occupational and speech and language therapy and advocacy services.

**Sources of support:** these may include formal or informal support, supervision and appraisal.

**Standards:** these may include codes of conduct and practice, quality standards, regulations, where appropriate registration requirements for role and national occupational standards.

**Types of mental health conditions:** psychosis, depression and anxiety should be covered as a minimum.

**Wellbeing:** considers health, happiness and comfort. It may include aspects of social, emotional, cultural, mental, intellectual, economic, physical and spiritual wellbeing.

**Work:** may include one specific location or a range of locations depending on your role and should encompass everyone you communicate with, not limited to; individuals, peers, team members, managers, friends, family and loved ones of the individual and paid workers and volunteers from other organisations and teams.

[Contents](#)
[Intro](#)
[Standard 1](#)
[Standard 2](#)
[Standard 3](#)
[Standard 4](#)
[Standard 5](#)
[Standard 6](#)
[Standard 7](#)
[Standard 8](#)
[Standard 9](#)
[Standard 10](#)
[Standard 11](#)
[Standard 12](#)
[Standard 13](#)
[Standard 14](#)
[Standard 15](#)
[Standard 16](#)
[Glossary](#)