

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR ALLIED HEALTHCARE

What are Occupational Standards (OS)?

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



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Introduction

Qualifications Pack- Histotechnician

SECTOR: HEALTH

SUB-SECTOR: Allied Health And Paramedics

OCCUPATION: HISTOTECHNICIAN

REFERENCE ID: HSS/ Q 0401

Histotechnician(HTL) : in the Healthcare Industry is also known as a Certified Histologic Technician, Histologic Aide and Histology Specialist.

Brief Job Description: Histotechnician process and prepare tissue specimens from surgery and other patient service areas. The HTL prepares tissue blocks and slides with skill and accuracy for evaluation by Pathologists. The Histotechnician must continually employ judgment gained from knowledge, practice, and experience to adjust technique for proficient execution of the manual skills of microtomy, embedding and staining. The HTL must demonstrate knowledge of tissue specimens, anatomy and dissection techniques.

Personal Attributes: Histotechnician should have the ability to understand and follow complex technical instructions, ability to pay close attention to detail, ability to effectively use computer applications such as spreadsheets, word processing, ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position, familiarity with the techniques of maintaining a filing system, accuracy, good dexterity, dependability, initiative, good judgment, physical condition commensurate with the demands of the position.

Job Details	Qualifications Pack Code	HSS/ Q 0401		
	Job Role	Histotechnician		
	Credits (NSQF)	5	Version number	1
	Industry	Health	Drafted on	12/05/13
	Sub-sector	<u>ALLIED HEALTH AND PARAMEDICS</u>	Last reviewed on	22/05/13
	Occupation	Histotechnician	Next review date	22/05/15

Job Role	Histotechnician
Role Description	Process and prepare tissue specimens from surgery and other patient service areas
NSQF level	5
Minimum Educational Qualifications	Class XII in Science Or Level 4 Medical lab technician with experience of minimum three years
Maximum Educational Qualifications	
Training (Suggested but not mandatory)	Relevant professional qualification
Experience	Not Applicable
Minimum Age	18 Years
Occupational Standards (OS)	Compulsory: HSS / N 0401 : Assist in carrying out grossing HSS / N 0402 : Fix the tissue specimen HSS / N 0403 : Process the tissue specimen HSS / N 0404 : Embed the tissue specimen HSS / N 0405 : Section the issue specimen HSS / N 0406 : Stain(Routine and Special) the tissue specimen HSS / N 0407 : Maintain and operate the laboratory equipment like microtones, cryostat etc. HSS / N 0408 : Follow chemical hygiene plan HSS / N 0409 : Assist in Fine Needle Aspiration Cytology HSS / N 0410 : Archive tissue samples and records HSS / N 0411 : Prepare reagents

	<p>HSS/ N 9602: Ensure availability of medical and diagnostic supplies</p> <p>HSS/ N 9603: Act within the limits of one’s competence and authority</p> <p>HSS/ N 9606: Maintain a safe, healthy, and secure working environment</p> <p>HSS/ N 9609: Follow biomedical waste disposal protocols</p> <p>HSS/ N 9610: Follow infection control policies and procedures</p> <p>HSS/ N 9611: Monitor and assure quality</p>
<p>Performance Criteria</p>	<p>As described in the relevant OS units</p>

Definitions

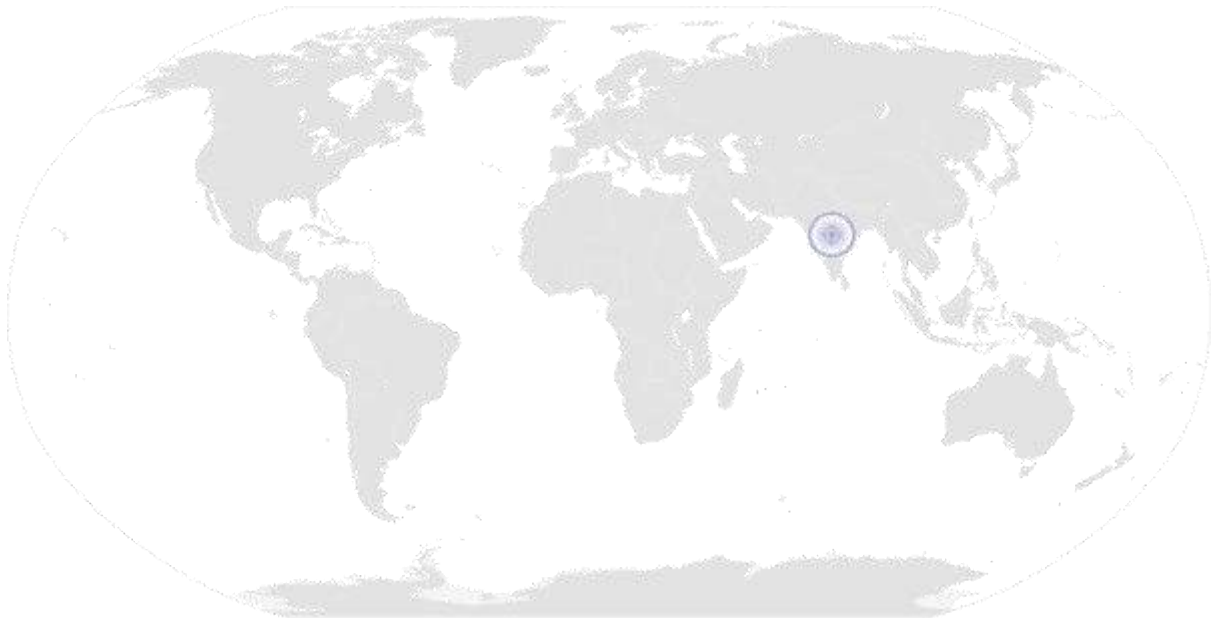
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are essential to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that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

Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Keywords /Terms	Description
MHRD	Ministry of Human Resource Development
NOS	National Occupational Standard(s)
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework
OS	Occupational Standard(s)
QP	Qualifications Pack
LMIS	Laboratory information management system

Acronyms

HSS / N 0401: Assist in carrying out grossing

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to perform gross examination by describing and trimming the specimen to proper size.

HSS / N 0401: Assist in carrying out grossing

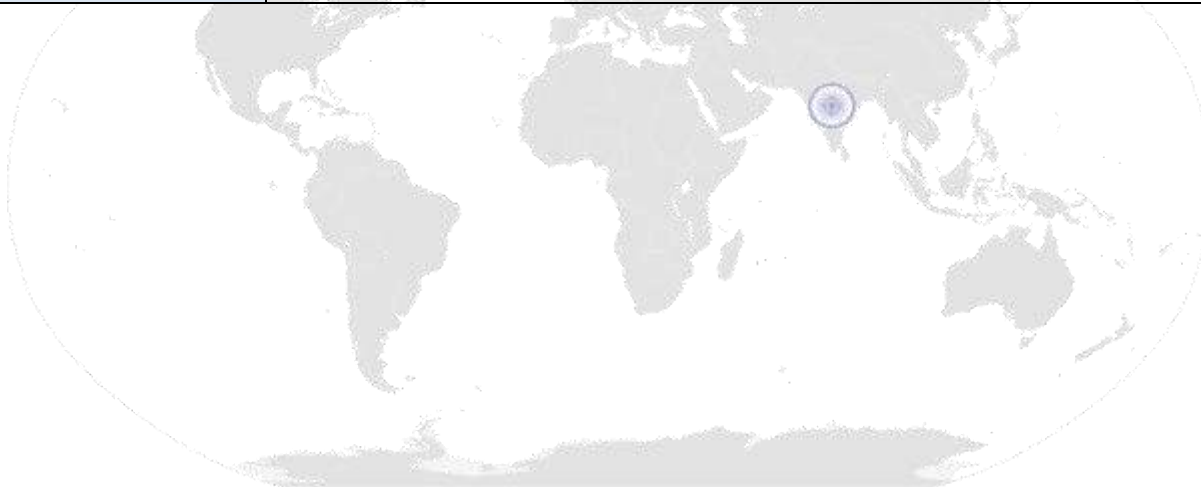
National Occupational Standard	Unit Code	HSS/ N 0401
	Unit Title (Task)	Assist in carrying out grossing
	Description	This OS unit is about the Histotechnician taking tissue specimen for grossing i.e. to examine, describe and trim the specimen to proper size.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Describing, examining and trimming the tissue specimen to proper size
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: <p>PC1. Specimen identification</p> <p>PC2. Mention the batch date and name</p> <p>PC3. Place the specimen in formalin as quickly as possible</p> <p>PC4. Place the specimen in an appropriate size container so that formaline surrounds the tissue on all sides</p> <p>PC5. Ensure that the surgical number on the requisition matches that on the specimen container, worksheet and cassettes</p>
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. Relevant legislation, standards, policies, and procedures followed by the provider</p> <p>KA2. The importance of maintaining confidentiality of the patient information</p> <p>KA3. How to dress appropriately as per the guidelines of the healthcare provider</p> <p>KA4. How to refer to any other grossing procedure as may be required for specific tissue types</p> <p>KA5. Follows established protocols as defined in policy and procedure manuals</p> <p>KA6. Usage of LMIS(Laboratory information management system)</p>
	B Technical Knowledge	The user/individual on the job needs to know and understand how to: <p>KB1. Handle specimens gently</p> <p>KB2. Avoid specimen trauma</p> <p>KB3. Avoid cross-contamination</p> <p>KB4. Take care with biopsy pads</p> <p>KB5. Choose appropriate cassettes and avoid overloading them</p> <p>KB6. Label cassettes clearly</p> <p>KB7. Remove the specimen from the specimen container using clean forceps/gloves</p> <p>KB8. Ensure that there is no tissue left in the specimen container or on the lid</p> <p>KB9. Ensure there is no cross contamination of tissue specimen</p>
Skills (S) (Optional)		
A. Core Skills/	Writing Skills	

HSS / N 0401: Assist in carrying out grossing

Generic Skills	The user/ individual on the job needs to know and understand how to:
	<p>SA1. Write clearly and concisely</p> <p>SA2. Use effective written communication strategies</p> <p>SA3. Record the significant changes and process while performing the procedure</p> <p>SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>
	Reading Skills
	The user/individual on the job needs to:
	SA6. Read and understand information and clinical notes presented in writing
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	<p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA8. Seek out and listen to colleagues and other health professionals</p> <p>SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	<p>SB1. Setup the work area to facilitate the treatment process</p> <p>SB2. Ensure all the instruments, equipment and materials are available and ready for use</p> <p>SB3. Decide on materials to order</p> <p>SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures</p>
	Plan and Organise
	The user/individual on the job needs to know and understand how to :
	SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to:
	<p>SB6. Maintain patient confidentiality</p> <p>SB7. Respect the rights of the patient(s)</p>
	Problem Solving
The user/individual on the job needs to:	
<p>SB8. Identify source of error and initiates corrective action</p> <p>SB9. Identify source of interference and initiates corrective action as applicable</p> <p>SB10. Assess the quality of the preparation and initiates corrective action as</p>	

HSS / N 0401: Assist in carrying out grossing

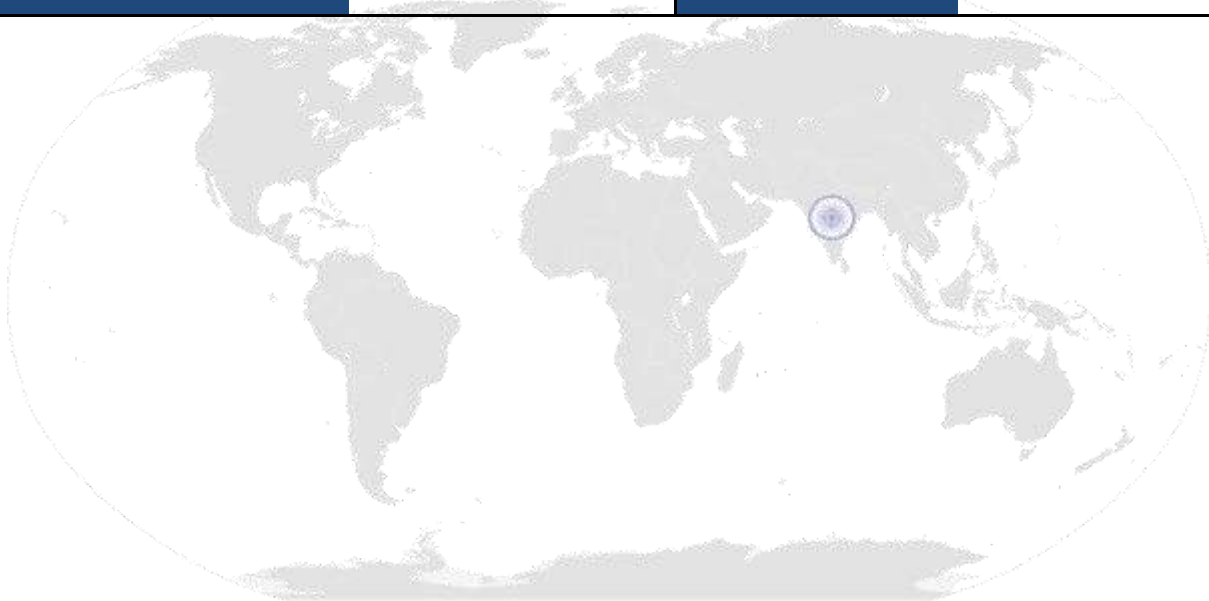
	required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. Assess results to initiate follow-up testing SB12. Differentiate between clinically significant and insignificant findings SB13. Assess the quality of the preparation
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations



HSS / N 0401: Assist in carrying out grossing

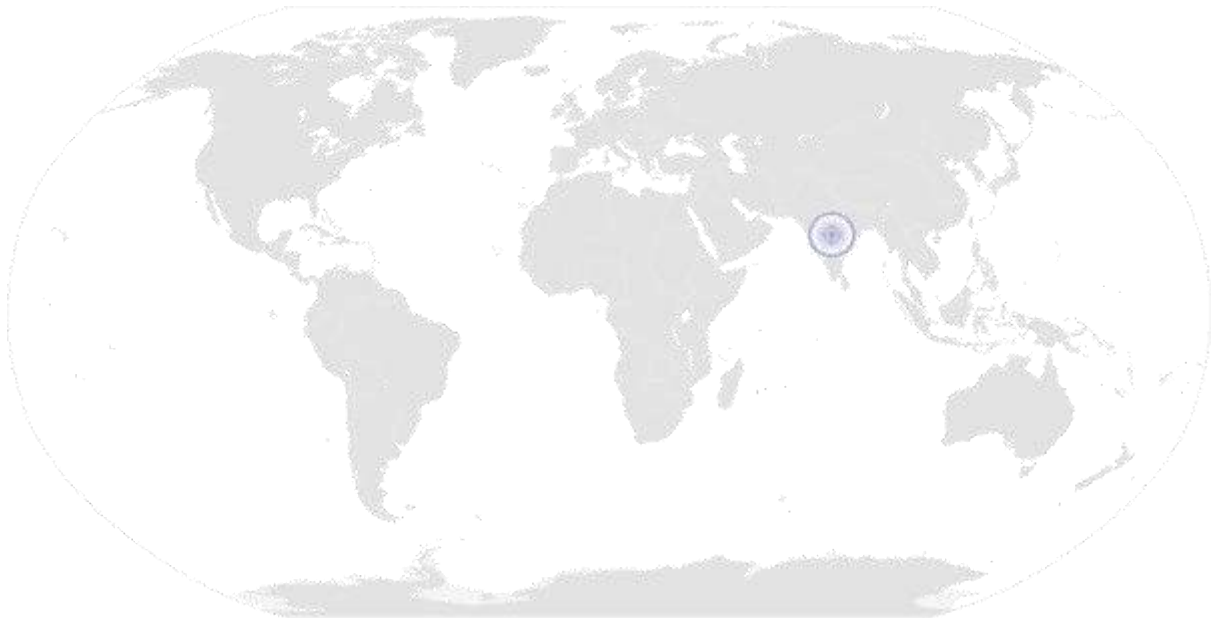
NOS Version Control

NOS Code	HSS/ N 0401		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS / N 0402: Fix the tissue specimen

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to perform tissue fixation i.e. preserving the specimen by placing tissue in solutions designed to prevent decomposition.

HSS / N 0402: Fix the tissue specimen

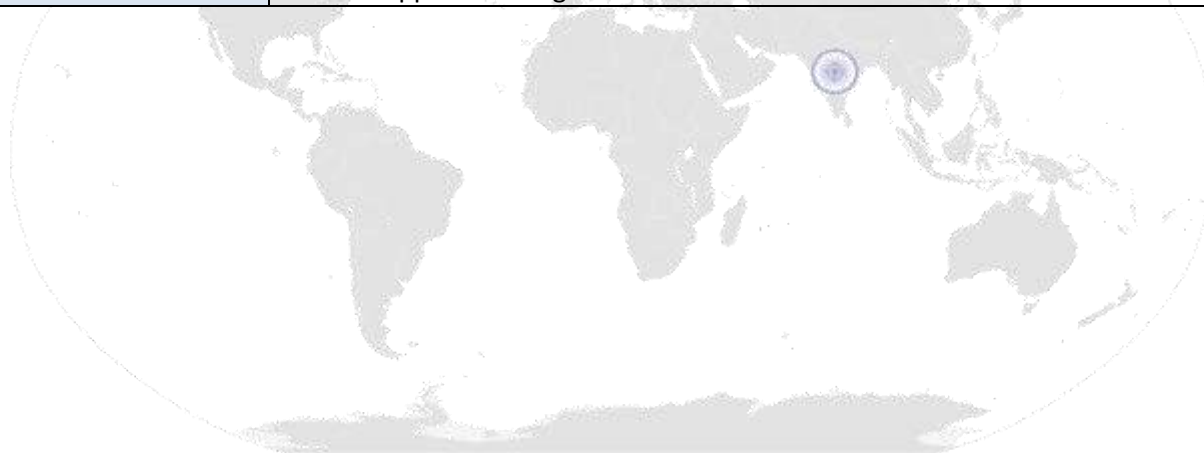
National Occupational Standard	Unit Code	HSS/ N 0402
	Unit Title (Task)	Fix the tissue specimen
	Description	This OS unit is about the Histotechnician taking tissue specimen for fixing them i.e. preserve the specimen by placing them in solutions designed to prevent decomposition.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Performing tissue specimen fixation to preserve tissues permanently in as life-like a state as possible
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Anatomically correct dissection PC2. Perform specimen photography (where appropriate) PC3. Take appropriate blocks for microscopic exam PC4. Properly examine the tissue margins (where appropriate) PC5. Handle common specimens (e.g. culture, EM, cytogenetics, bone marrows)
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to refer to any other grossing procedure as may be required for specific tissue types KA5. Follows established protocols as defined in policy and procedure manuals KA6. Usage of LMIS(Laboratory information management system)
	B Technical Knowledge	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> KB1. Ensure Prompt Fixation of the specimen KB2. Use sufficient fixative and a suitable container for specimen KB3. Check fixative pH KB4. Expedite large specimen fixation KB5. Notice following factors while fixing the sample: <ul style="list-style-type: none"> Buffering capacity in the fixative to prevent excessive acidity Penetration of tissues depends upon the diffusability of each individual fixative Volume of fixative should be a 10:1 ratio to specimen Maintaining the temperature Concentration of fixative should be adjusted
Skills (S) (Optional)		

HSS / N 0402: Fix the tissue specimen

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write clearly and concisely SA2. Use effective written communication strategies SA3. Record the significant changes and process while performing the procedure SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation SA5. Record information in LMIS
	Reading Skills
	The user/individual on the job needs to:
	SA6. Read and understand information and clinical notes presented in writing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude SA8. Seek out and listen to colleagues and other health professionals SA9. Listen and understand information and ideas presented through spoken words and sentences
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Setup the work area to facilitate the treatment process SB2. Ensure all the instruments, equipment and materials are available and ready for use SB3. Decide on materials to order SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures
	Plan and Organise
	The user/individual on the job needs to know and understand how to :
	SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to:
SB6. Maintain patient confidentiality SB7. Respect the rights of the patient(s)	
	Problem Solving

HSS / N 0402: Fix the tissue specimen

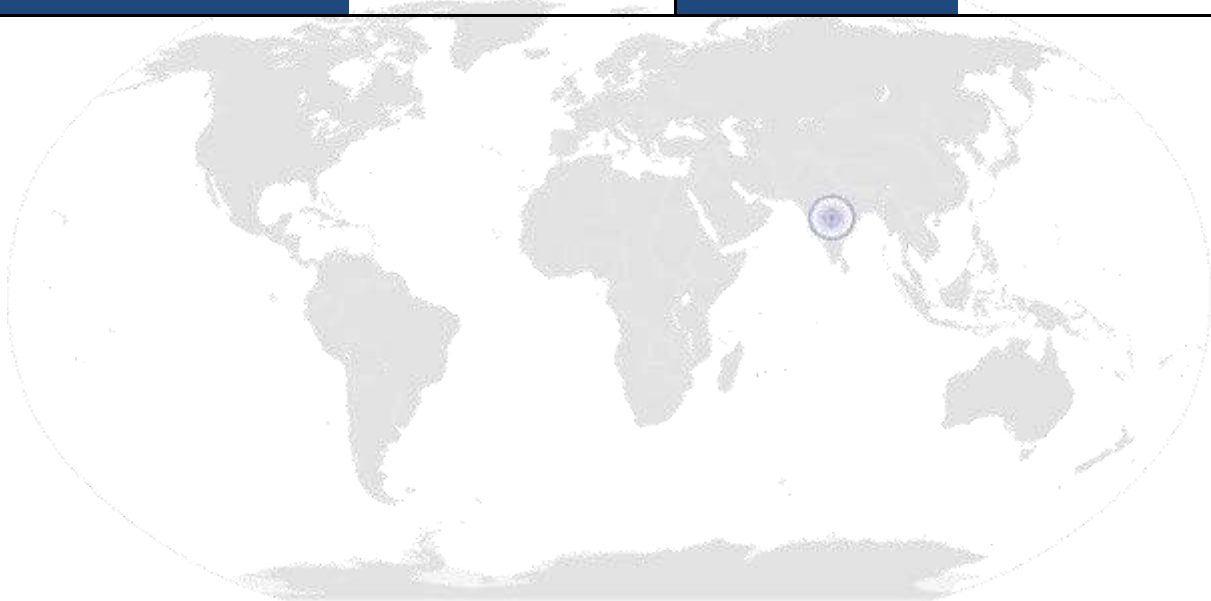
	<p>The user/individual on the job needs to:</p> <p>SB8. Identify source of error and initiates corrective action SB9. Identify source of interference and initiates corrective action as applicable SB10. Assess the quality of the preparation and initiates corrective action as required</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Assess results to initiate follow-up testing SB12. Differentiate between clinically significant and insignificant findings SB13. Assess the quality of the preparation</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations</p>



HSS / N 0402: Fix the tissue specimen

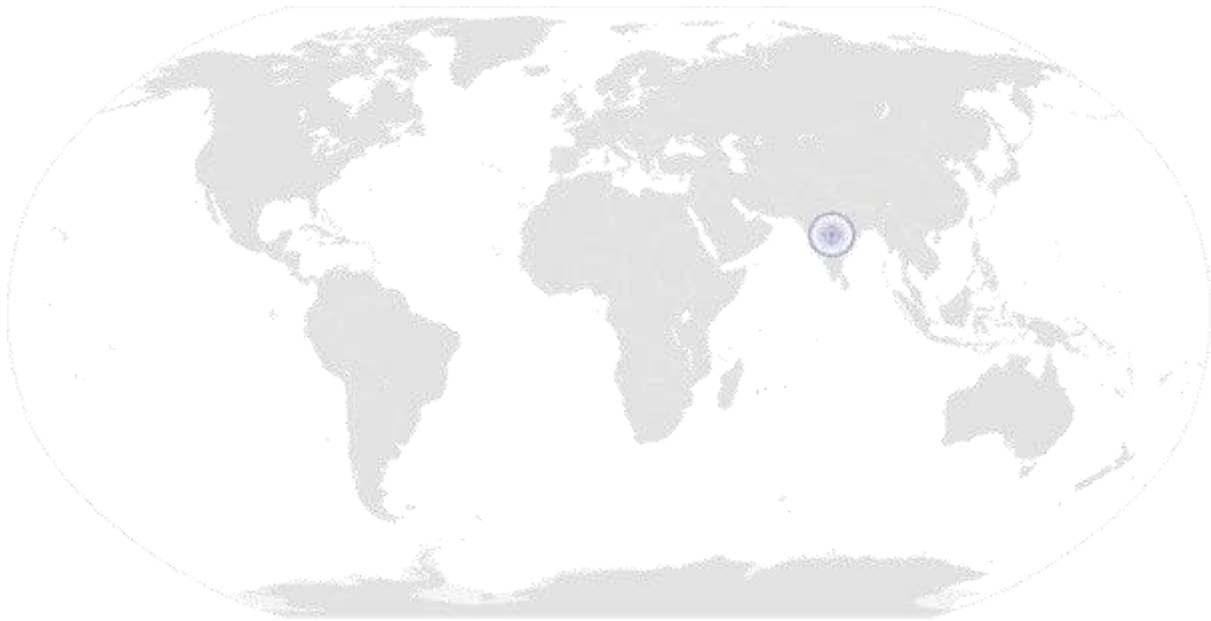
NOS Version Control

NOS Code	HSS/ N 0402		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS / N 0403: Process the tissue specimen

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to perform the tissue processing.

HSS / N 0403: Process the tissue specimen

National Occupational Standard	Unit Code	HSS/ N 0403
	Unit Title (Task)	Process the tissue specimen
	Description	This OS unit is about the Histotechnician taking tissue specimen for processing the tissue specimen to place the fixed tissue in the paraffin
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Removing water from the tissue by dehydration • Removal of dehydrant with a substance that will be miscible with paraffin
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must: <ul style="list-style-type: none"> PC1. Select appropriate process and reagents for processing PC2. Monitor processor regularly during processing sequence to ensure that dehydration, clearing and infiltration process are complete PC3. Process tissue specimen into a form in which it can be made into thin microscopic-sections PC4. Perform dehydration and clearing PC5. Ensure the tissue is infiltrated with the embedding agent PC6. Be able to provide additional fixation depending on the tissue condition PC7. Maintain reagent quality PC8. Be able to minimise tissue distortion from diffusion currents
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to follow established protocols as defined in policy and procedure manuals KA5. Usage of LMIS(Laboratory information management system)
	B Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. How to handle the tissue specimen KB2. How maintain proper laboratory conditions KB3. How delicate specimens are dehydrated in a graded ethanol series from water through 10%-20%-50%-95%-100% ethanol KB4. The duration of dehydration should be kept to the minimum, consistent with the tissues being processed KB5. The following necessary post fixation treatment in paraffin wax method: <ul style="list-style-type: none"> • Dehydration from aqueous fixatives is usually initiated in 60%-70% ethanol

HSS / N 0403: Process the tissue specimen

	<ul style="list-style-type: none"> • Progressing through 90%-95% ethanol • Two or three changes of absolute ethanol before proceeding to the clearing stage <p>KB6. How to select a clearing agent depending upon the following:</p> <ul style="list-style-type: none"> • The type of tissues to be processed, and the type of processing to be undertaken • The processor system to be used • Intended processing conditions such as temperature, vacuum and pressure • Safety factors • Cost and convenience • Speedy removal of dehydrating agent • Ease of removal by molten paraffin wax <p>KB7. How to ensure minimal tissue damage</p> <p>KB8. How to use high quality wax</p> <p>KB9. How to avoid hazardous reagents</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	<p>SA1. Write clearly and concisely</p> <p>SA2. Use effective written communication strategies</p> <p>SA3. Record the significant changes and process while performing the procedure</p> <p>SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>
	Reading Skills
	The user/individual on the job needs to:
	SA6. Read and understand information and clinical notes presented in writing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	<p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA8. Seek out and listen to colleagues and other health professionals</p> <p>SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	<p>SB1. Setup the work area to facilitate the treatment process</p> <p>SB2. Ensure all the instruments, equipment and materials are available and ready for use</p> <p>SB3. Decide on materials to order</p>

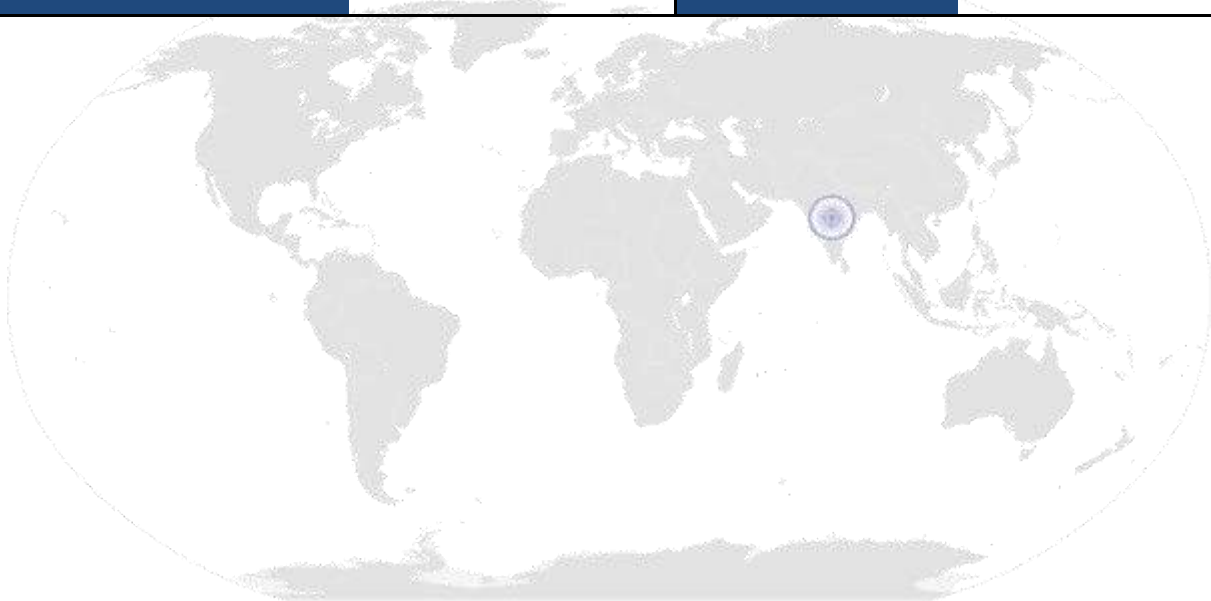
HSS / N 0403: Process the tissue specimen

	SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures
	Plan and Organise
	The user/individual on the job needs to know and understand how to :
	SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Maintain patient confidentiality SB7. Respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to:
	SB8. Identify source of error and initiates corrective action SB9. Identify source of interference and initiates corrective action as applicable SB10. Assess the quality of the preparation and initiates corrective action as required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. Assess results to initiate follow-up testing SB12. Differentiate between clinically significant and insignificant findings SB13. Assess the quality of the preparation
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations

HSS / N 0403: Process the tissue specimen

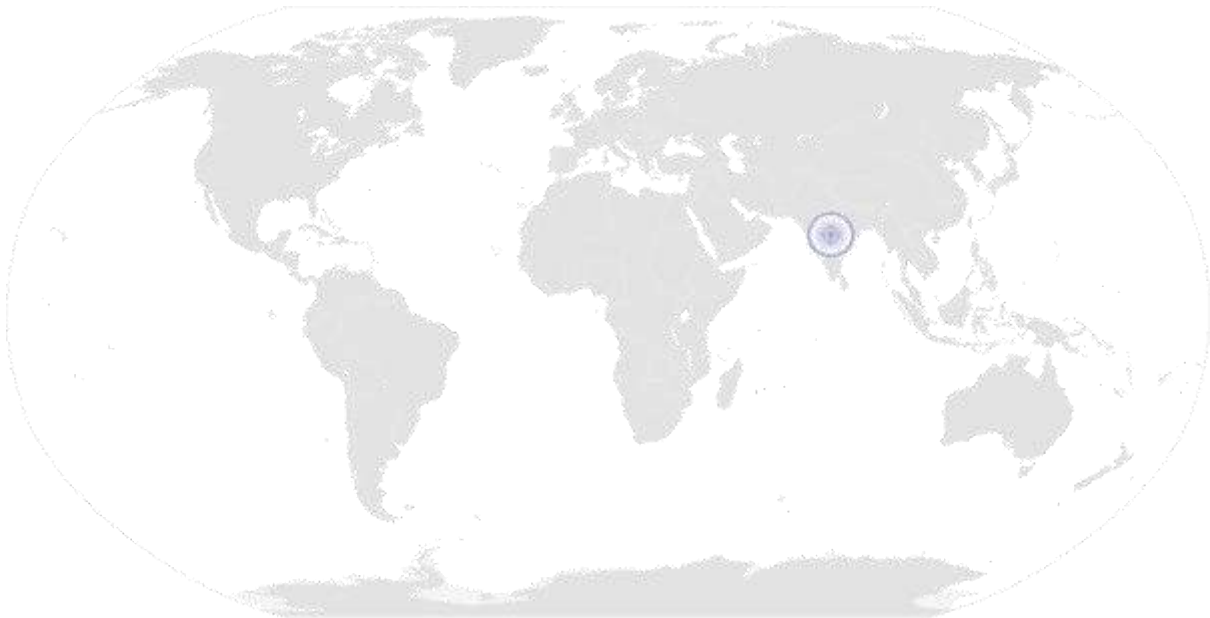
NOS Version Control

NOS Code	HSS/ N 0403		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS / N 0404: Embed the tissue specimen

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to perform tissue specimen embedding.

HSS / N 0404: Embed the tissue specimen

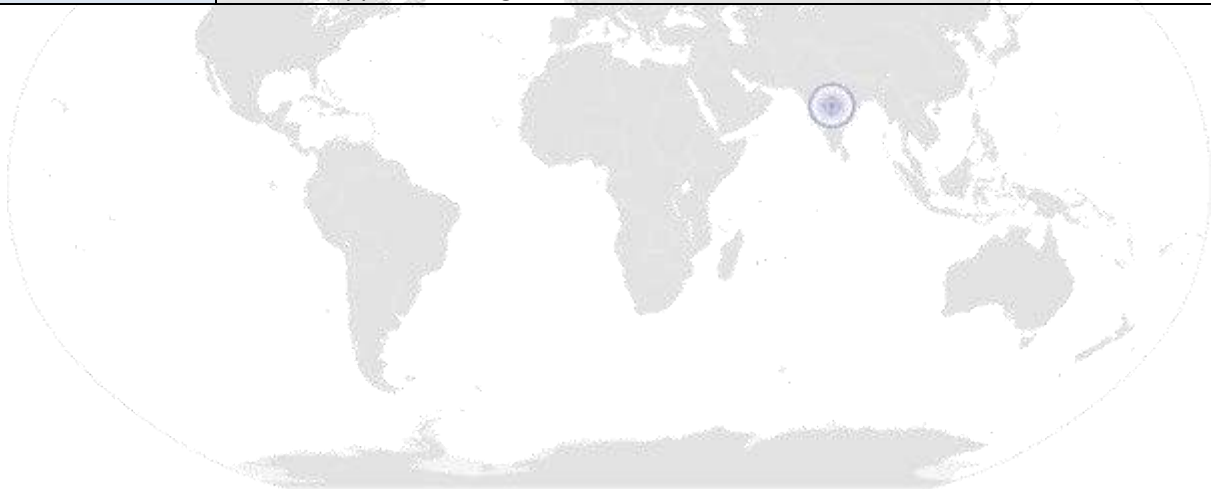
National Occupational Standard	Unit Code	HSS/ N 0404
	Unit Title (Task)	Embed the tissue specimen
	Description	This OS unit is about the Histotechnician taking tissue specimen for embedding
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Placing the wax permeated tissue specimen in a larger wax block for additional holding support during sectioning
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Select program and reagents for processing PC2. Check that temperature of wax is suitable for embedding process PC3. Check that volume of wax is sufficient for uninterrupted embedding of processor load PC4. Embed tissue in correct orientation PC5. Allow block to solidify evenly according to wax requirements PC6. Orientate specimens carefully PC7. Choose an appropriate mold PC8. Handle specimens gently
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to follow established protocols as defined in policy and procedure manuals KA5. Usage of LMIS(Laboratory information management system)
	B Technical Knowledge	The user/individual on the job must: <ul style="list-style-type: none"> KB1. Avoid Excessive Heat KB2. Check Temperatures continuously KB3. Not Over-fill Molds KB4. Ensure that tissues that come off the tissue processor are still in the cassettes and must be manually put into the blocks and pour molten paraffin over them KB5. Check that the tissues must be aligned, or oriented properly in the block of paraffin KB6. Ensure that the tissue is placed in molten paraffin at 52 : 56°C for several minutes so that once the paraffin cools, the tissue and block will be hard enough to cut
Skills (S) (Optional)		

HSS / N 0404: Embed the tissue specimen

A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Write clearly and concisely SA2. Use effective written communication strategies SA3. Record the significant changes and process while performing the procedure SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation SA5. Record information in LMIS
	Reading Skills
	The user/individual on the job needs to: SA6. Read and understand information and clinical notes presented in writing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude SA8. Seek out and listen to colleagues and other health professionals SA9. Listen and understand information and ideas presented through spoken words and sentences
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Setup the work area to facilitate the treatment process SB2. Ensure all the instruments, equipment and materials are available and ready for use SB3. Decide on materials to order SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures
	Plan and Organise
	The user/individual on the job needs to know and understand how to : SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to: SB6. Maintain patient confidentiality SB7. Respect the rights of the patient(s)
	Problem Solving

HSS / N 0404: Embed the tissue specimen

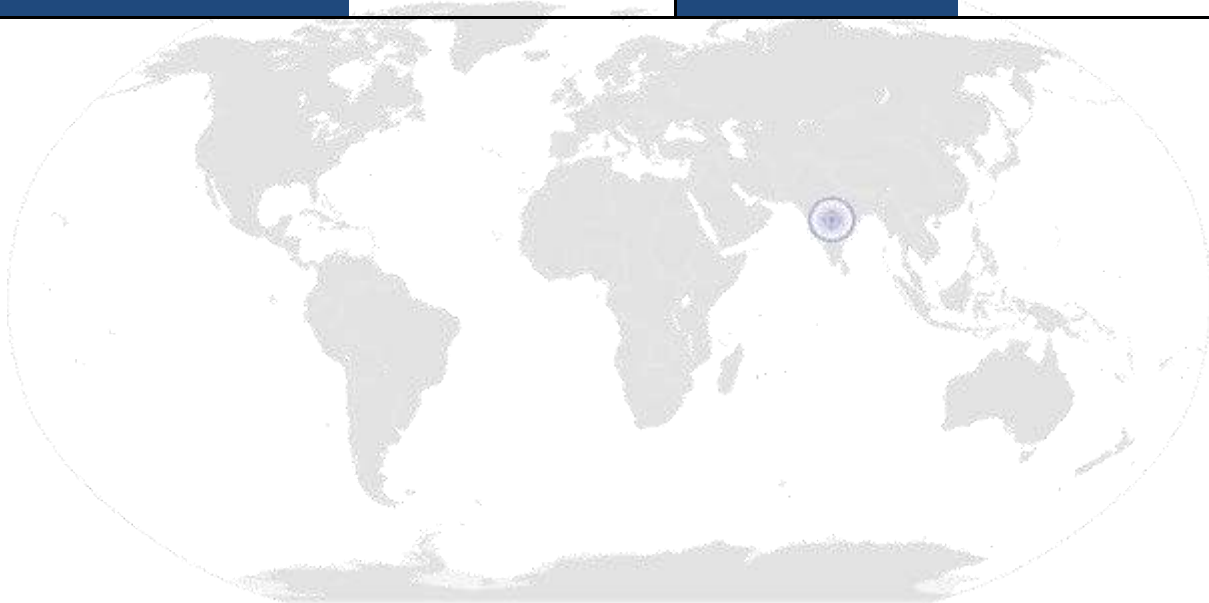
	The user/individual on the job needs to:
	SB8. Identify source of error and initiates corrective action
	SB9. Identify source of interference and initiates corrective action as applicable
	SB10. Assess the quality of the preparation and initiates corrective action as required
	Analytical Thinking
The user/individual on the job needs to know and understand how to:	
SB11. Assess results to initiate follow-up testing	
SB12. Differentiate between clinically significant and insignificant findings	
SB13. Assess the quality of the preparation	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	
SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations	



HSS / N 0404: Embed the tissue specimen

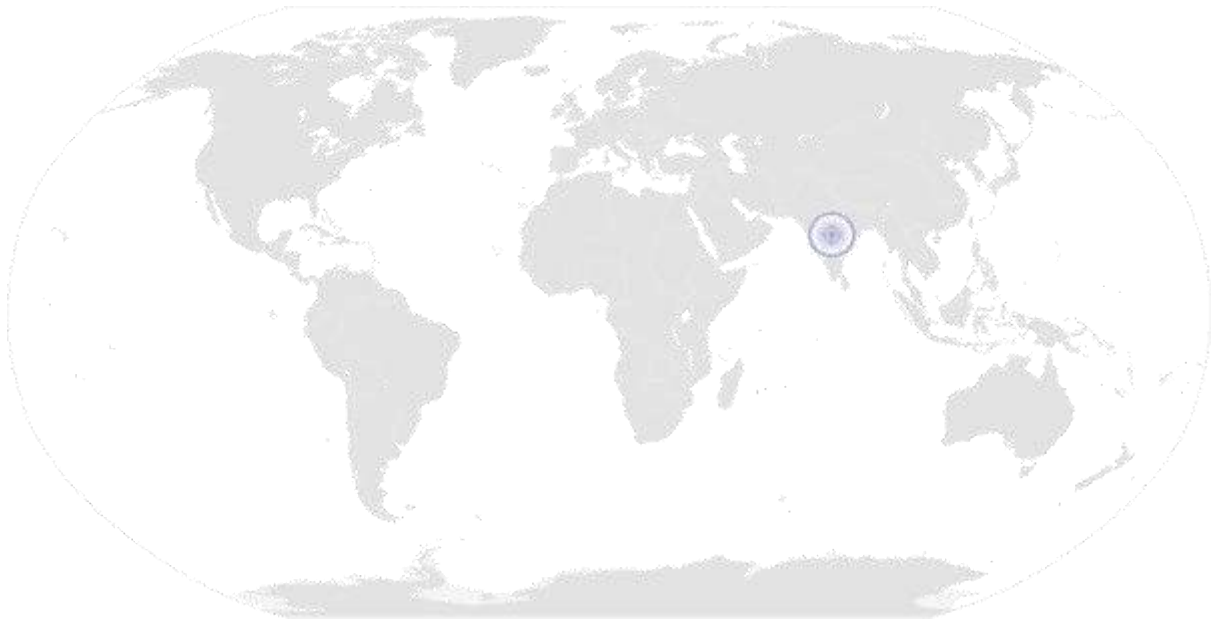
NOS Version Control

NOS Code	HSS/ N 0404		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 0405: Section the tissue specimen

National Occupational Standards



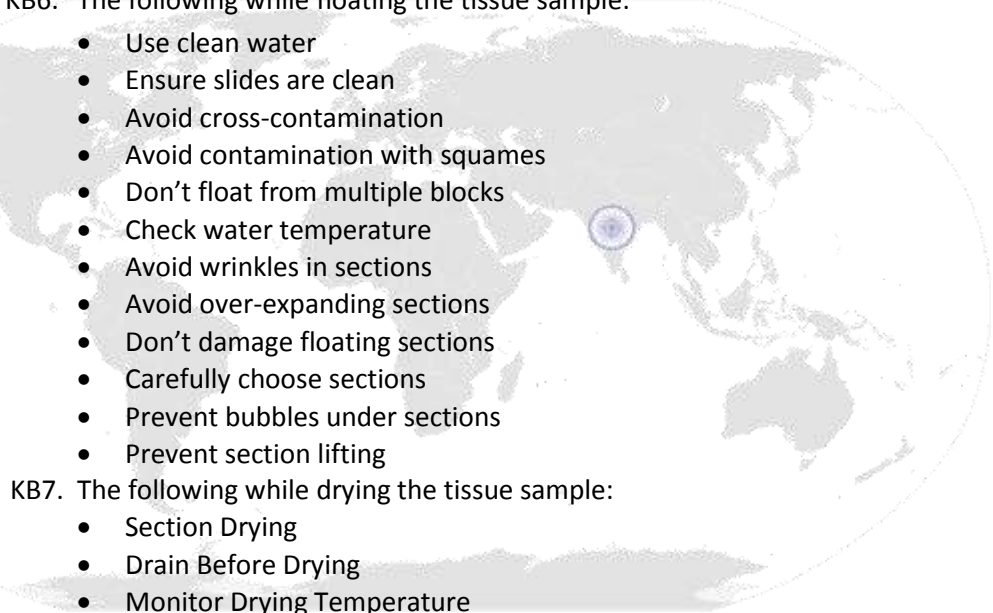
Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to section the tissue specimen.

HSS/ N 0405: Section the tissue specimen

National Occupational Standard	Unit Code	HSS/ N 0405
	Unit Title (Task)	Section the issue specimen
	Description	This OS unit is about the Histotechnician taking tissue specimen for sectioning and then mounting tissue onto a delicate instrument called a microtome. An extremely sharp knife is used to cut sections of the tissue embedded in the wax block. These sections are cut one after another to form a ribbon, which is floated on warm water to soften and flatten tissue sections. These sections are then placed on microscopic slides and stored for future procedures.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Cutting tissue sections with the help of microtome
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must know: <ul style="list-style-type: none"> PC1. How to place and secure block and knife in microtome strictly in accordance with safety directions PC2. How to label required number of microscope slides in accordance with enterprise traceability requirements PC3. How to cut ribbons of representative sections at the required thickness observing prescribed safety measures PC4. How to float sections onto water bath to flatten tissues PC5. How to pick up sections onto microscope slides ensuring identification on slides matches that on block PC6. How to apply procedures to prevent cross-contamination between samples PC7. How to inspect sections and reject items that do not meet specifications
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to follow established protocols as defined in policy and procedure manuals KA5. Usage of LMIS(Laboratory information management system)

HSS/ N 0405: Section the tissue specimen

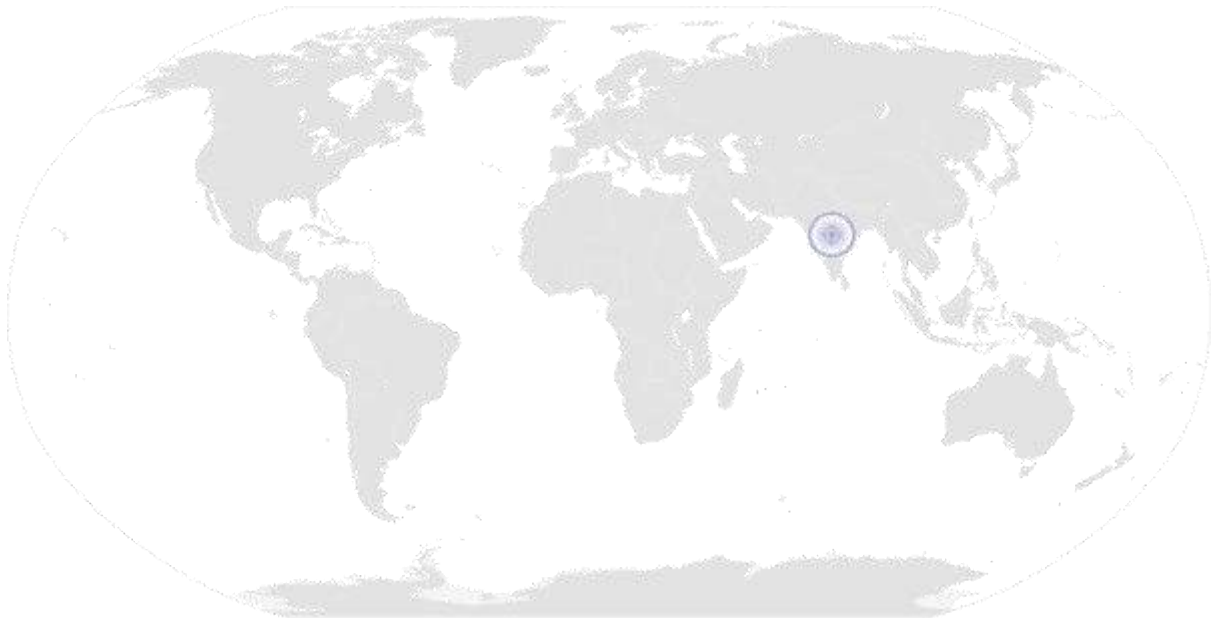
<p>B Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to float the sections on a warm water to remove wrinkles</p> <p>KB2. The kind of knives used and when to use glass and diamond knives</p> <p>KB3. How to use and operate laboratory equipment such as microtomes</p> <p>KB4. The importance of properly fixing and embedding block or much artefact introduced in the sectioning</p> <p>KB5. The following while sectioning the tissue sample:</p> <ul style="list-style-type: none"> • Use high quality blades • Optimize knife tilt angle • Carefully trim blocks • Avoid freezing damage • Use cold blocks • Cut sections slowly <p>KB6. The following while floating the tissue sample:</p> <ul style="list-style-type: none"> • Use clean water • Ensure slides are clean • Avoid cross-contamination • Avoid contamination with squames • Don't float from multiple blocks • Check water temperature • Avoid wrinkles in sections • Avoid over-expanding sections • Don't damage floating sections • Carefully choose sections • Prevent bubbles under sections • Prevent section lifting <p>KB7. The following while drying the tissue sample:</p> <ul style="list-style-type: none"> • Section Drying • Drain Before Drying • Monitor Drying Temperature • Dry for Appropriate Time <p>KB8. Water-bath policy to prevent cross-contamination</p> <p>KB9. Cleaning/Maintenance of the microtome</p> 
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write clearly and concisely</p> <p>SA2. Use effective written communication strategies</p> <p>SA3. Record the significant changes and process while performing the procedure</p> <p>SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>

HSS/ N 0405: Section the tissue specimen

	Reading Skills
	The user/individual on the job needs to: SA6. Read and understand information and clinical notes presented in writing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude SA8. Seek out and listen to colleagues and other health professionals SA9. Listen and understand information and ideas presented through spoken words and sentences
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Setup the work area to facilitate the treatment process SB2. Ensure all the instruments, equipment and materials are available and ready for use SB3. Decide on materials to order SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures
	Plan and Organise
	The user/individual on the job needs to know and understand how to : SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to: SB6. Maintain patient confidentiality SB7. Respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to: SB8. Identify source of error and initiates corrective action SB9. Identify source of interference and initiates corrective action as applicable SB10. Assess the quality of the preparation and initiates corrective action as required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Assess results to initiate follow-up testing SB12. Differentiate between clinically significant and insignificant findings SB13. Assess the quality of the preparation
	Critical Thinking
	The user/individual on the job needs to know and understand how to:

HSS/ N 0405: Section the tissue specimen

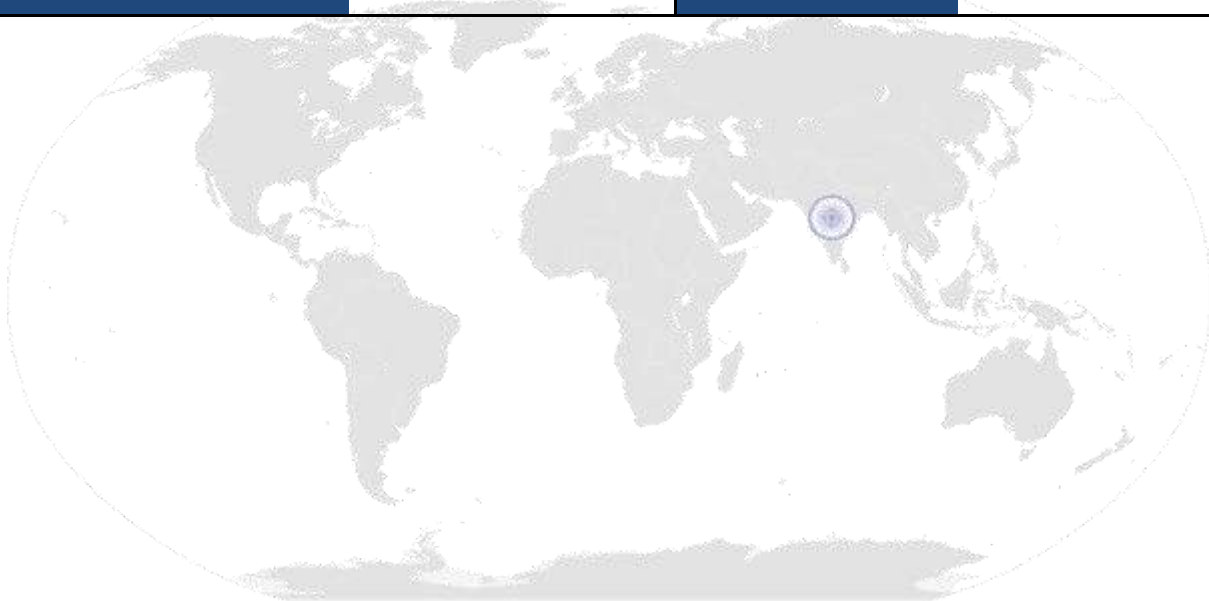
	<p>SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p> <p>SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations</p>
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HSS/ N 0405: Section the tissue specimen

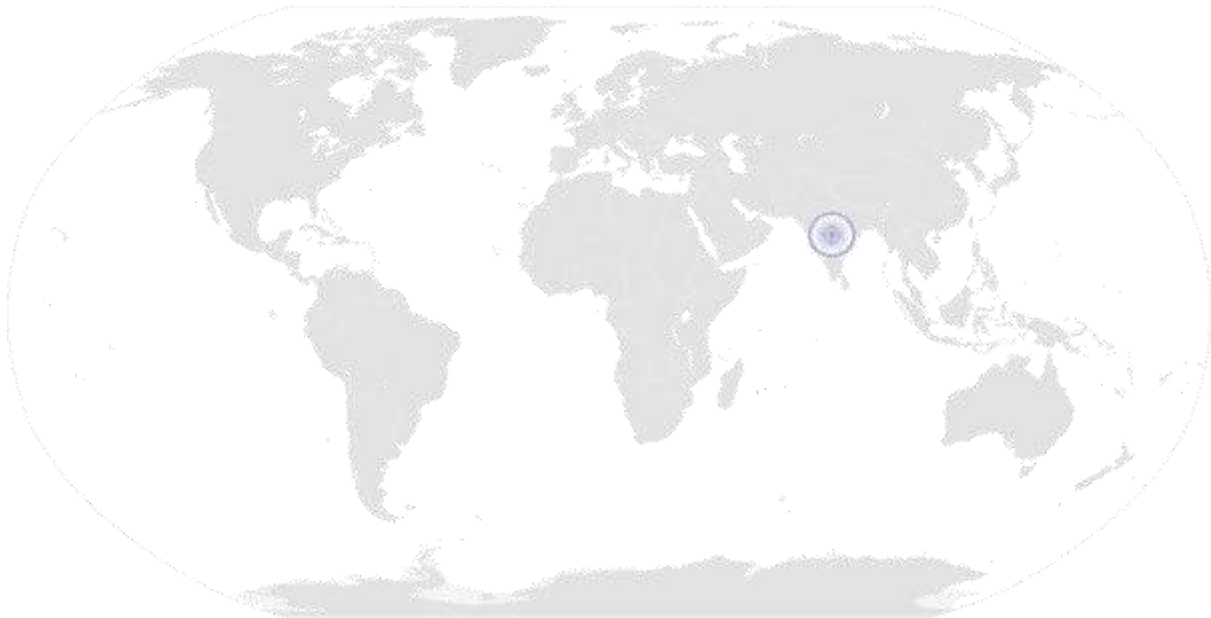
NOS Version Control

NOS Code	HSS/ N 0405		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS / N 0406: Stain(Routine and Special) the tissue specimen

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to perform tissue specimen staining.

HSS / N 0406: Stain(Routine and Special) the tissue specimen

National Occupational Standard	Unit Code	HSS/ N 0406
	Unit Title (Task)	Stain (Routine and special) the tissue specimen
	Description	This OS unit is about the Histotechnician taking tissue specimen for staining.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Making use of a variety of dyes that have been chosen for their ability to stain various cellular components of tissue
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: <p>PC1. Select reagents specified in the method</p> <p>PC2. Stain sections according to the method</p> <p>PC3. Examine sections microscopically to ensure expected staining outcomes have been achieved</p> <p>PC4. Mount sections to ensure long term preservation</p> <p>PC5. Mark and place permanent labels giving specimen details according to organisation’s traceability requirements</p>
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. Relevant legislation, standards, policies, and procedures followed by the provider</p> <p>KA2. The importance of maintaining confidentiality of the patient information</p> <p>KA3. How to dress appropriately as per the guidelines of the healthcare provider</p> <p>KA4. How to follow established protocols as defined in policy and procedure manuals</p> <p>KA5. Usage of LMIS(Laboratory information management system)</p>
	B Technical Knowledge	The user/individual on the job needs to: <p>KB1. Use accurate timing</p> <p>KB2. Regularly monitor quality</p> <p>KB3. Standardize staining conditions</p> <p>KB4. Ensure complete de-waxing</p> <p>KB5. Renew reagents regularly</p> <p>KB6. Hydrate sections thoroughly</p> <p>KB7. Monitor hematoxylin quality</p> <p>KB8. Ensure complete nuclear “blueing”</p> <p>KB9. Avoid uneven eosin staining</p> <p>KB10. Monitor eosin ph.</p> <p>KB11. Understand the stain</p> <p>KB12. Use a positive control</p> <p>KB13. Use accurate timing</p>

HSS / N 0406: Stain(Routine and Special) the tissue specimen

	<p>KB14. Consider reagent stability KB15. Store reagents correctly KB16. Adhere to the method KB17. Record any changes KB18. Standardize washing steps KB19. Set up microscope carefully</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	<p>SA1. Write clearly and concisely SA2. Use effective written communication strategies SA3. Record the significant changes and process while performing the procedure SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation SA5. Record information in LMIS</p>
	Reading Skills
	The user/individual on the job needs to:
	SA6. Read and understand information and clinical notes presented in writing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	<p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude SA8. Seek out and listen to colleagues and other health professionals SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	<p>SB1. Setup the work area to facilitate the treatment process SB2. Ensure all the instruments, equipment and materials are available and ready for use SB3. Decide on materials to order SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures</p>
	Plan and Organise
	The user/individual on the job needs to know and understand how to :
	SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity

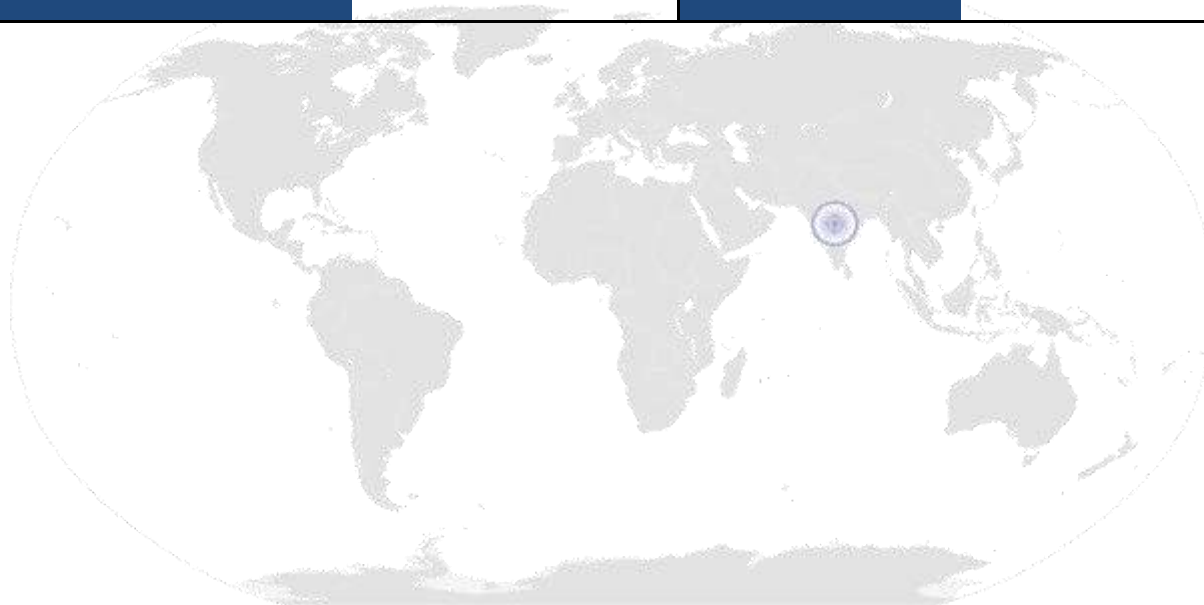
HSS / N 0406: Stain(Routine and Special) the tissue specimen

	The user/individual on the job needs to know and understand how to:
	SB6. Maintain patient confidentiality
	SB7. Respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to:
	SB8. Identify source of error and initiates corrective action
	SB9. Identify source of interference and initiates corrective action as applicable
	SB10. Assess the quality of the preparation and initiates corrective action as required
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB11. Assess results to initiate follow-up testing	
SB12. Differentiate between clinically significant and insignificant findings	
SB13. Assess the quality of the preparation	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	
SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations	

HSS / N 0406: Stain(Routine and Special) the tissue specimen

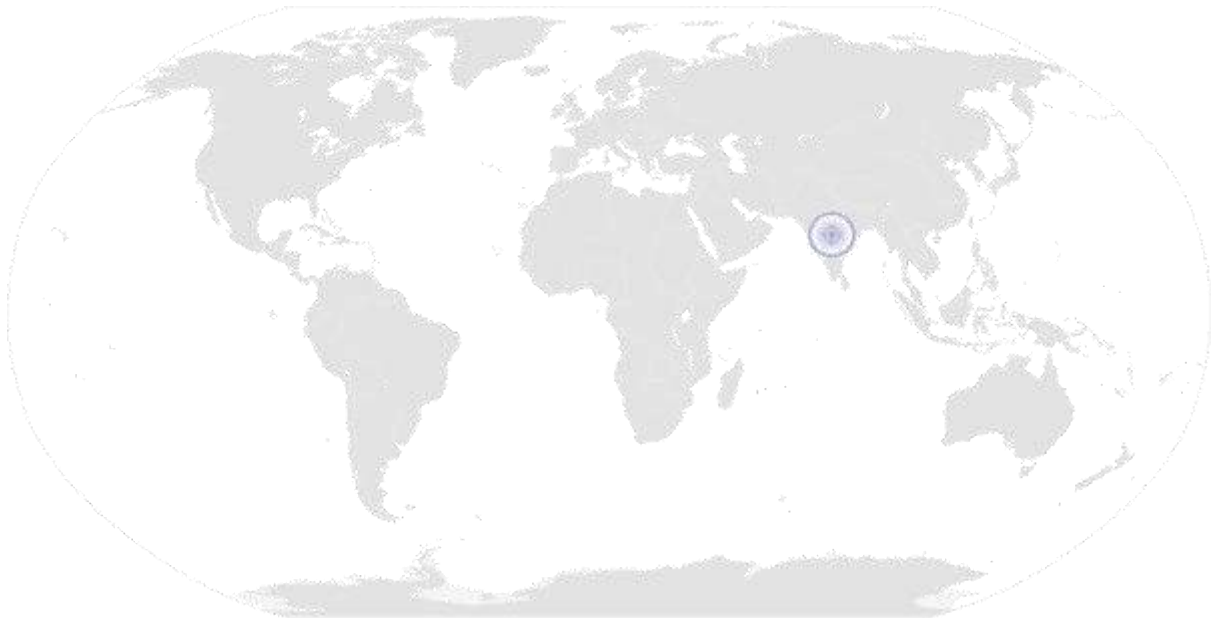
NOS Version Control

NOS Code	HSS/ N 0406		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 0407: Maintain and operate the laboratory equipment like microtones, cryostat etc

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to maintain and operate the laboratory equipment like microtones, cryostat etc.

HSS/ N 0407: Maintain and operate the laboratory equipment like microtones, cryostat etc

National Occupational Standard

Unit Code	HSS/ N 0407
Unit Title (Task)	Maintain and operate the laboratory equipment like microtones, cryostat etc.
Description	This OS unit is about the Histotechnician maintaining and operating the laboratory equipment like microtones, cryostat etc.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintaining, operating and cleaning the laboratory equipment
Performance Criteria (PC) wrt the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must know:</p> <p>PC1. How to arrange the equipment</p> <p>PC2. How to read equipment signs</p> <p>PC3. How to place the tissue sample and adjust the position according to equipment</p> <p>PC4. How to use and maintain various equipment:</p> <ul style="list-style-type: none"> Paraffin microtome with knives and holders Water bath Autoclave Desktop computer Micro-centrifuge Microwave oven liquid nitrogen freezer Chest freezer -80°C Automated immunostaining system Cryostat Knives and Accessories Bone Cutting Chisels Cleaning and disinfecting agents. Instrument Cases Dissection Forceps Dissection Aids Medical Bags Instrument Care & Cleaning Measurement Needles Dissecting Scissors Roto-Dry Staining Dishes Slide Storage boxes Dyes Microtome Tray Lab Refrigerators and Freezers Chill Tray

HSS/ N 0407: Maintain and operate the laboratory equipment like microtones, cryostat etc

	<p>PC5. How to clean the equipment and if not able to then contact the concerned person</p> <p>PC6. About the functioning of lab equipment's and protocols for their cleaning and calibration</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Relevant legislation, standards, policies, and procedures followed by the provider</p> <p>KA2. The importance of maintaining confidentiality of the patient information</p> <p>KA3. How to dress appropriately as per the guidelines of the healthcare provider</p> <p>KA4. How to follow established protocols as defined in policy and procedure manuals</p> <p>KA5. Usage of LMIS(Laboratory information management system)</p>
B Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Procedures to handle different laboratory apparatus</p> <p>KB2. The cleaning and maintenance procedures of the machine</p> <p>KB3. Which parts need replacement and how to do it</p> <p>KB4. How to undertake sterilisation of the unit</p> <p>KB5. How to slice the tissue sample depending on its type</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write clearly and concisely</p> <p>SA2. Use effective written communication strategies</p> <p>SA3. Record the significant changes and process while performing the procedure</p> <p>SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>
	Reading Skills
	<p>The user/individual on the job needs to:</p> <p>SA6. Read and understand information and clinical notes presented in writing</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA8. Seek out and listen to colleagues and other health professionals</p> <p>SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional	Decision Making

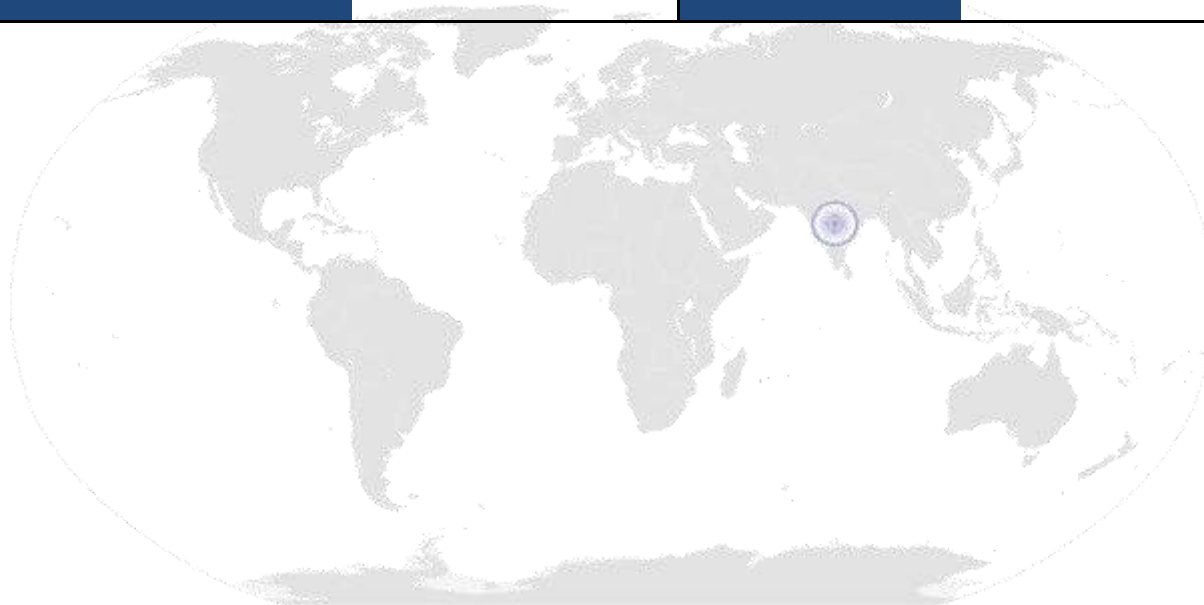
HSS/ N 0407: Maintain and operate the laboratory equipment like microtones, cryostat etc

Skills	The user/individual on the job needs to know and understand how to:
	SB1. Setup the work area to facilitate the treatment process
	SB2. Ensure all the instruments, equipment and materials are available and ready for use
	SB3. Decide on materials to order
	SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures
	Plan and Organise
	The user/individual on the job needs to know and understand how to :
	SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Maintain patient confidentiality
	SB7. Respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to:
	SB8. Identify source of error and initiates corrective action
SB9. Identify source of interference and initiates corrective action as applicable	
SB10. Assess the quality of the preparation and initiates corrective action as required	
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB11. Assess results to initiate follow-up testing	
SB12. Differentiate between clinically significant and insignificant findings	
SB13. Assess the quality of the preparation	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	
SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations	

HSS/ N 0407: Maintain and operate the laboratory equipment like microtones, cryostat etc

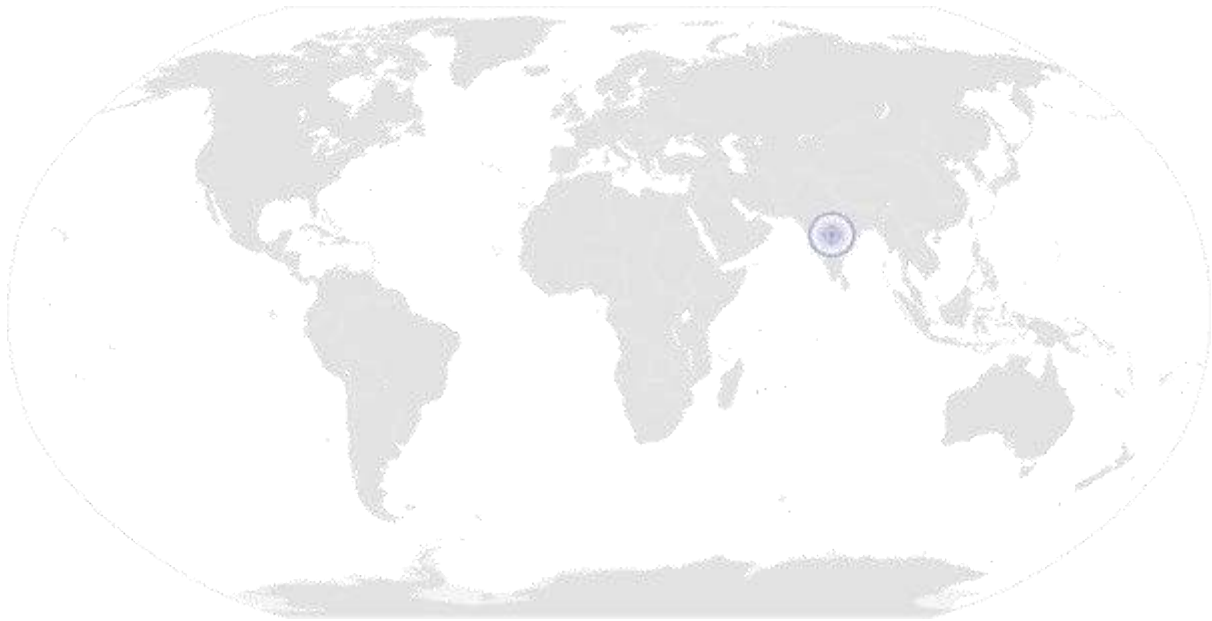
NOS Version Control

NOS Code	HSS/ N 0407		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 0408: Follow chemical hygiene plan

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to follow chemical hygiene plan.

HSS/ N 0408: Follow chemical hygiene plan

National Occupational Standard	Unit Code	HSS/ N 0408
	Unit Title (Task)	Follow chemical hygiene plan
	Description	This OS unit is about the Histotechnician to follow the chemical hygiene plan.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Policies and procedures regarding the use of chemicals in the laboratory • Handling the chemicals used in the laboratory
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must know: <ul style="list-style-type: none"> PC1. Precautions for handling all laboratory chemicals PC2. Exposure can occur by way of inhalation, skin absorption or ingestion PC3. Chemicals should not be smelled or tasted PC4. How to inspect gloves before use PC5. How to use exhaust hoods when heating solutions PC6. How to minimize exposures by preventing their escape into the working atmosphere by the use of hoods and other ventilation devices PC7. The chemical hygiene program is designed to minimize exposures and is required by law PC8. That chemical hygiene plan should be a regular, continuing effort, not merely a standby or short-term activity PC9. The importance of training and should attend additional training annually PC10. Observe the PELs and TLVs PC11. Monitor procurement, use, and disposal of chemicals used in the lab PC12. The current legal requirements concerning regulated substances PC13. Seek ways to improve the chemical hygiene program. PC14. And check that protective equipment is available and in working order PC15. The current legal requirements concerning regulated substances PC16. The required levels of protective equipment PC17. How to follow good personal chemical hygiene habits
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to follow established protocols as defined in policy and procedure manuals KA5. Usage of LMIS(Laboratory information management system)

HSS/ N 0408: Follow chemical hygiene plan

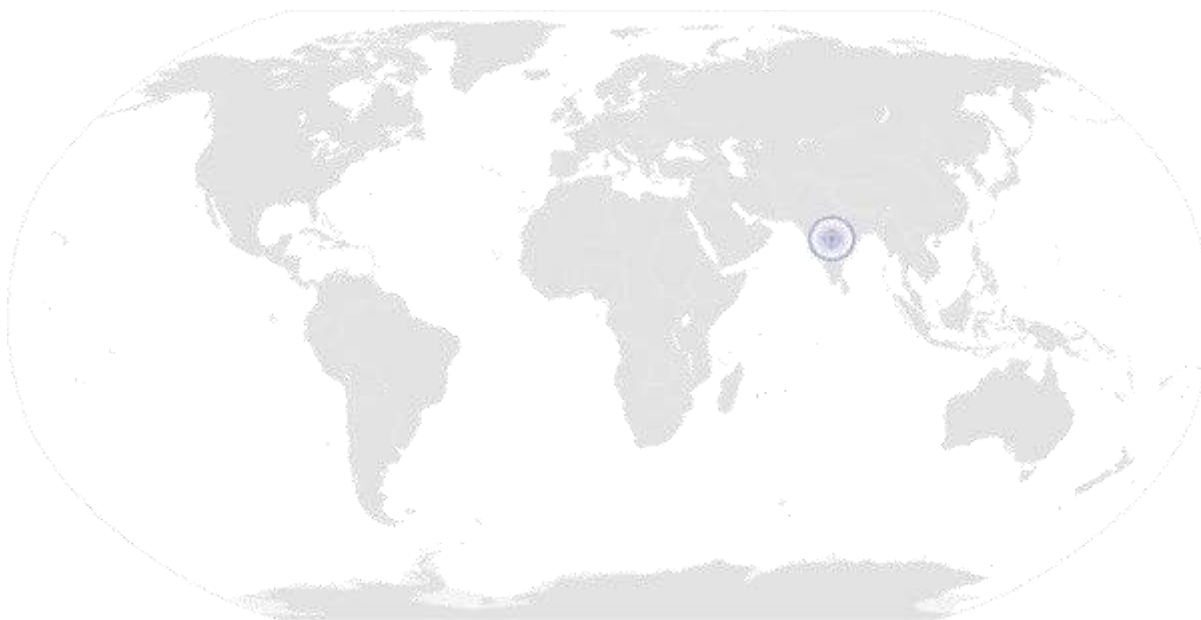
B Technical Knowledge	<p>The user/individual on the job needs to:</p> <p>KB1. Assume that any mixture will be more toxic than its most toxic component and all substances of unknown toxicity are hazardous.</p> <p>KB2. Keep containers and staining dishes covered</p> <p>KB3. Know permissible Exposure Limits (PEL) of the Occupational Safety and Health Administration (OSHA) and the Threshold Limit Values (TLV) should not be exceeded beyond the norms</p> <p>KB4. Avoid emergencies by carefully planning ahead before starting a procedure</p> <p>KB5. Prepare for any emergency beforehand</p> <p>KB6. Follow the dress code and should wear the Lab coats or scrubs</p> <p>KB7. Promptly flush eyes with water for at least 15 minutes and seek medical attention if any toxin spills into eyes</p> <p>KB8. Encourage the victim to drink large amounts of water in case of toxin is accidentally ingested</p> <p>KB9. Know not to use mouth suction for pipetting or starting a siphon and how to use pipet pumps</p> <p>KB10. Wear appropriate gloves when the potential for contact with toxic materials exists</p> <p>KB11. Inspect the gloves before each use and wash them before removal</p> <p>KB12. Replace them frequently to avoid contaminating yourself and other</p> <p>KB13. Promptly flush the affected area with water and remove any contaminated clothing</p> <p>KB14. Avoid eating, smoking, drinking, gum chewing, or application of cosmetics in areas where laboratory chemicals are present</p> <p>KB15. Avoid storing or handling food or beverages in storage areas, refrigerators, glassware, or utensils which are used for laboratory operation</p> <p>KB16. Handle and store laboratory glassware with care to avoid damage</p> <p>KB17. Use equipment only for its designed purpose</p> <p>KB18. Read instructions before using laboratory equipment</p> <p>KB19. Use personal protective equipment while performing following duties:</p> <ul style="list-style-type: none"> • Working with formaldehyde • Hazardous waste and associated contaminants • Working with acids, bases, or organic material • Changing processors • Grossing and cassetting specimens • Making reagents and solutions <p>KB20. Know that concentrated acids or bases, flammables, highly toxic substances, or heavy metals such as mercury (B-5 fixative) should not be discharged into the sewer</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write clearly and concisely</p> <p>SA2. Use effective written communication strategies</p> <p>SA3. Record the significant changes and process while performing the procedure</p> <p>SA4. Ensure that laboratory results are accurately documented and retained in</p>

HSS/ N 0408: Follow chemical hygiene plan

	<p>accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to:</p> <p>SA6. Read and understand information and clinical notes presented in writing</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA8. Seek out and listen to colleagues and other health professionals</p> <p>SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Setup the work area to facilitate the treatment process</p> <p>SB2. Ensure all the instruments, equipment and materials are available and ready for use</p> <p>SB3. Decide on materials to order</p> <p>SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures</p>
	<p>Plan and Organise</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB5. Plan and organise activities required to prepare work area for scheduled procedures</p>
	<p>Patient Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Maintain patient confidentiality</p> <p>SB7. Respect the rights of the patient(s)</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to:</p> <p>SB8. Identify source of error and initiates corrective action</p> <p>SB9. Identify source of interference and initiates corrective action as applicable</p> <p>SB10. Assess the quality of the preparation and initiates corrective action as required</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Assess results to initiate follow-up testing</p> <p>SB12. Differentiate between clinically significant and insignificant findings</p> <p>SB13. Assess the quality of the preparation</p>

HSS/ N 0408: Follow chemical hygiene plan

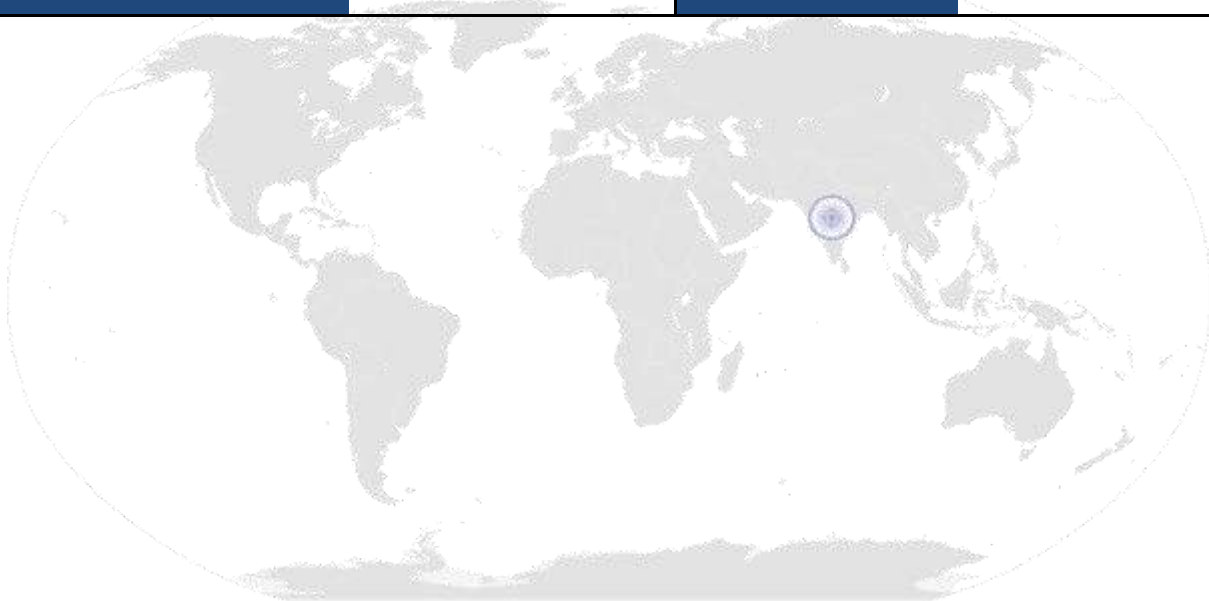
	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p> <p>SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations</p>



HSS/ N 0408: Follow chemical hygiene plan

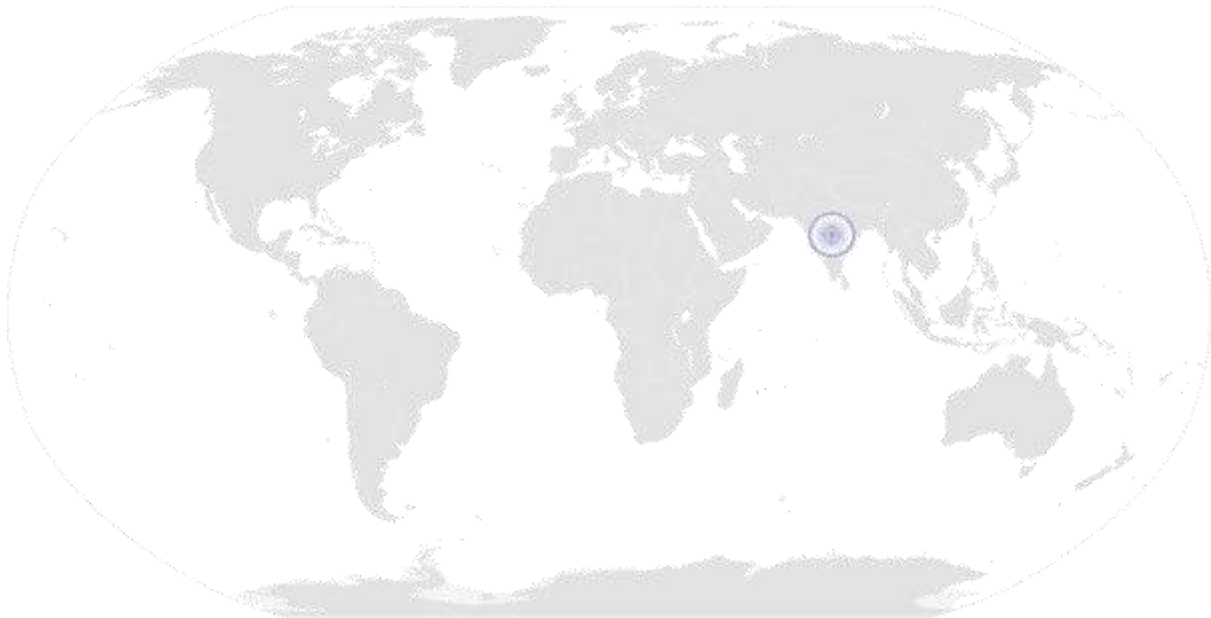
NOS Version Control

NOS Code	HSS/ N 0408		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 0409: Assist in fine needle aspiration cytology

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to assist in fine needle aspiration cytology.

HSS/ N 0409: Assist in fine needle aspiration cytology

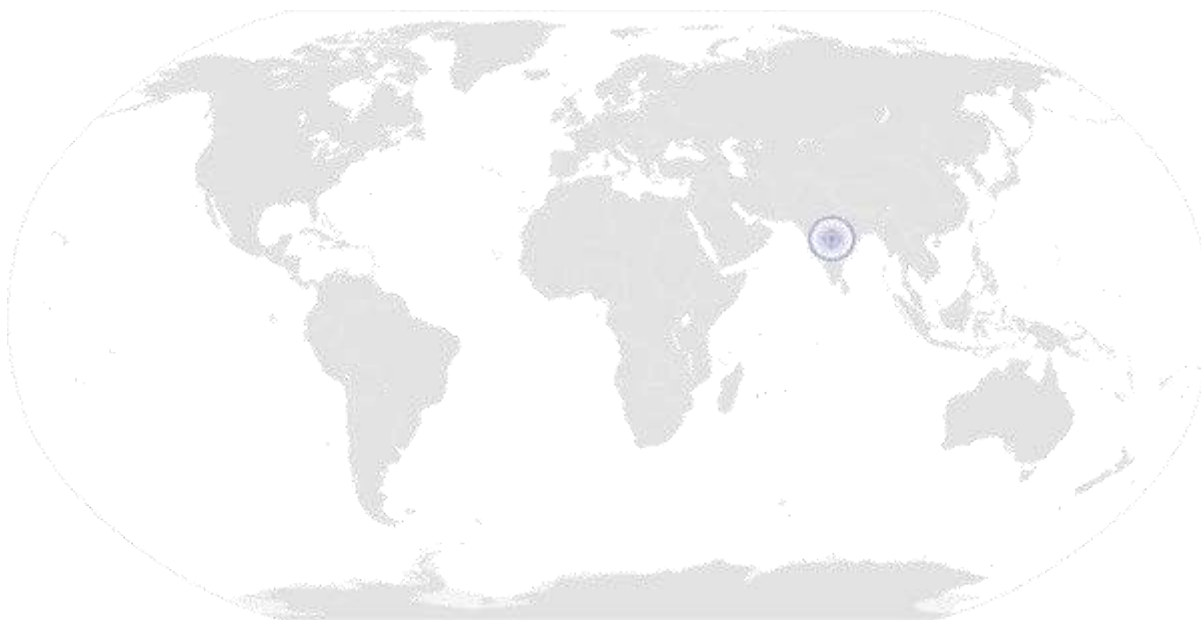
National Occupational Standard	Unit Code	HSS/ N 0409
	Unit Title (Task)	Assist in fine needle aspiration cytology
	Description	This OS unit is about the Histotechnician assisting to investigate superficial (just under the skin) lumps or masses. In this technique, a thin, hollow needle is inserted into the mass to extract cells that, after being stained, will be examined under a microscope.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Assist in examining the mass
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: PC1. Swab the skin with an antiseptic solution PC2. Prepare the needle of very fine diameter for the process PC3. Take and record the vitals (pulse, blood pressure, temperature, etc.) before the procedure is started PC4. Prepare the equipment and slides for examining the sample
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to refer to any other grossing procedure as may be required for specific tissue types KA5. Follows established protocols as defined in policy and procedure manuals KA6. Usage of LMIS(Laboratory information management system)
	B Technical Knowledge	The user/individual on the job needs to know and understand : KB1. In case of infection treat the person with antibiotics KB2. How to prepare for the procedure KB3. How to educate the patient about procedure KB4. How to calm down the anxious patients
Skills (S) (Optional)		
A. Core Skills/ Generic Skills	Writing Skills The user/ individual on the job needs to know and understand how to: SA1. Write clearly and concisely SA2. Use effective written communication strategies SA3. Record the significant changes and process while performing the procedure SA4. Ensure that laboratory results are accurately documented and retained in	

HSS/ N 0409: Assist in fine needle aspiration cytology

	<p>accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to:</p> <p>SA6. Read and understand information and clinical notes presented in writing</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA8. Seek out and listen to colleagues and other health professionals</p> <p>SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Setup the work area to facilitate the treatment process</p> <p>SB2. Ensure all the instruments, equipment and materials are available and ready for use</p> <p>SB3. Decide on materials to order</p> <p>SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures</p>
	<p>Plan and Organise</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB5. Plan and organise activities required to prepare work area for scheduled procedures</p>
	<p>Patient Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Maintain patient confidentiality</p> <p>SB7. Respect the rights of the patient(s)</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to:</p> <p>SB8. Identify source of error and initiates corrective action</p> <p>SB9. Identify source of interference and initiates corrective action as applicable</p> <p>SB10. Assess the quality of the preparation and initiates corrective action as required</p>
	<p>Analytical Thinking</p>

HSS/ N 0409: Assist in fine needle aspiration cytology

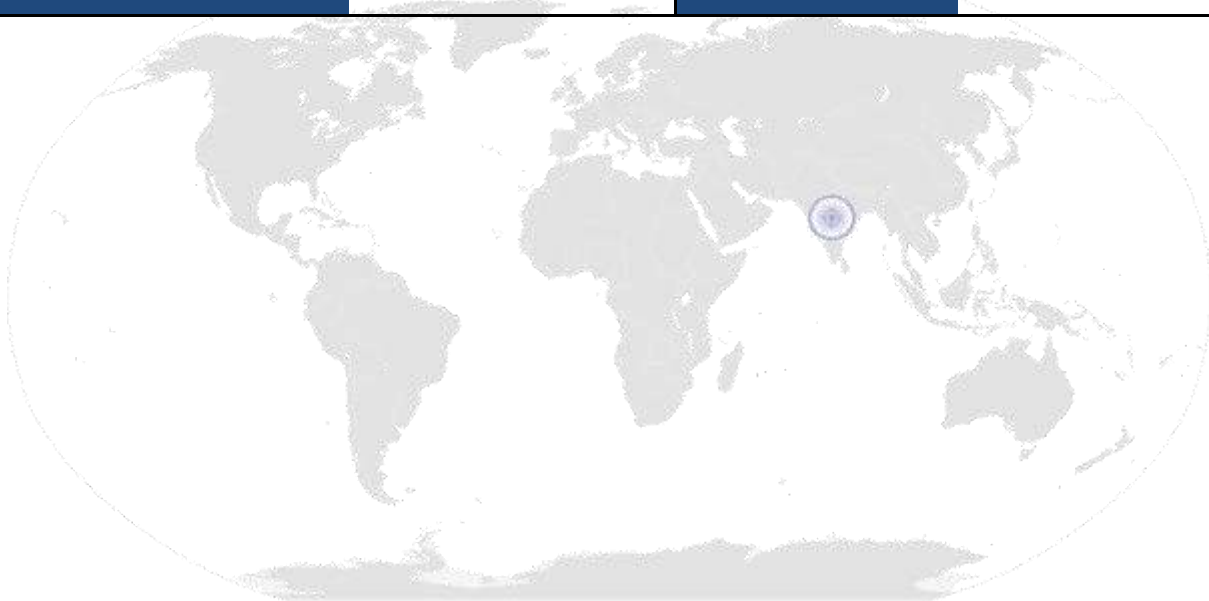
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB11. Assess results to initiate follow-up testing SB12. Differentiate between clinically significant and insignificant findings SB13. Assess the quality of the preparation</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations</p>



HSS/ N 0409: Assist in fine needle aspiration cytology

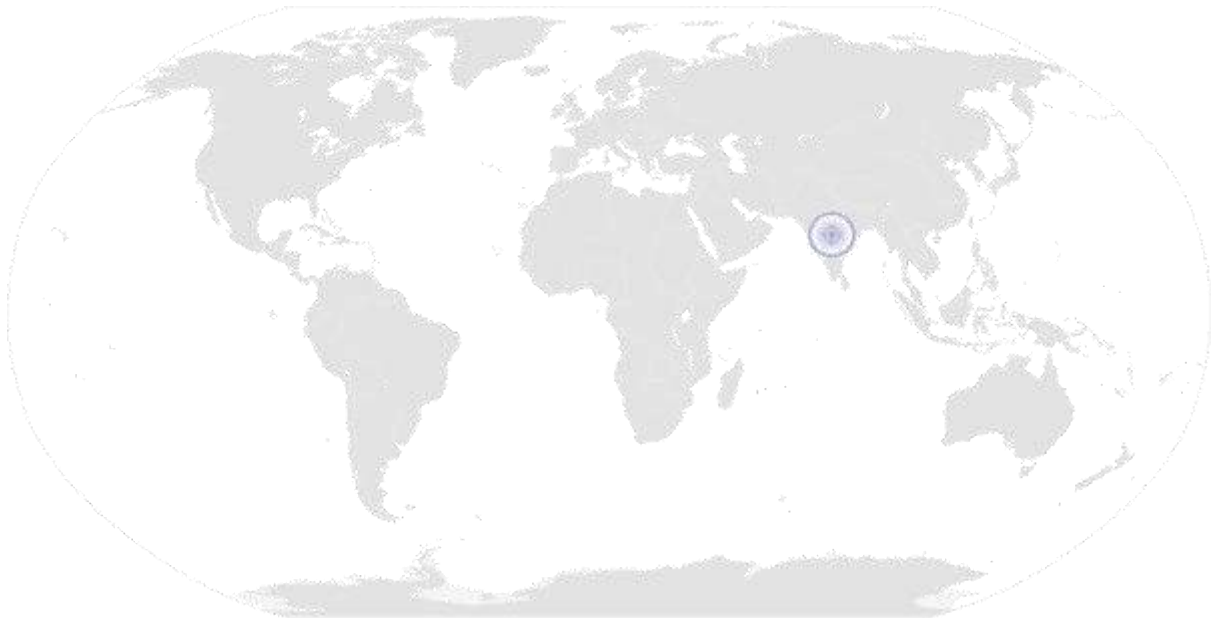
NOS Version Control

NOS Code	HSS/ N 0409		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 0410: Archive tissue samples and records

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to archive tissue samples and records.

HSS/ N 0410: Archive tissue samples and records

National Occupational Standard	Unit Code	HSS/ N 0410
	Unit Title (Task)	Archive tissue samples and records
	Description	This OS unit is about the Histotechnician performing archival of tissue samples and records
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Archive tissue samples and records
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify specimen PC2. Mention the batch date PC3. Check if the specimen is properly labelled with the name, age, Hospital Registration No. and the nature of tissue to be examined PC4. Check that the requisition form is duly filled PC5. Check that Slides should be released for recording after consultation with the pathologist PC6. Keep the specimens in their marked container and discarded after checking with pathologist PC7. Store the block at their proper number PC8. Note that the blocks have to be kept preserved for 15 years PC9. Store the slides properly after checking that they are properly dried PC10. Note that request forms are to be filed permanently PC11. Note that after grossing specimens to be stored for 3 months PC12. Discard the stored specimens in the prescribed manner
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Relevant legislation, standards, policies, and procedures followed by the provider KA2. The importance of maintaining confidentiality of the patient information KA3. How to dress appropriately as per the guidelines of the healthcare provider KA4. How to refer to any other grossing procedure as may be required for specific tissue types KA5. Follows established protocols as defined in policy and procedure manuals KA6. Usage of LMIS(Laboratory information management system)
	B Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. If a stamper plate is used, how to write the site on that label KB2. Not to write patient information on the lid of the container KB3. How to write the patient's name and tissue site on each container label KB4. Completed request form is necessary for all tissue specimens collected

HSS/ N 0410: Archive tissue samples and records

	<p>during the same procedure</p> <p>KB5. That It is important to print or write the patient's first and last name on the tissue request form</p> <p>KB6. To include the patient's date of birth, sex and day of surgery on form</p> <p>KB7. How to complete the patient history and clinical findings in the provided space</p> <p>KB8. How to note previous biopsies done on that site and also, note if there are correlating pap smears or cultures</p> <p>KB9. How to identify suture markers</p> <p>KB10. Blocks and slides are to be filed for 15 years</p>
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write clearly and concisely</p> <p>SA2. Use effective written communication strategies</p> <p>SA3. Record the significant changes and process while performing the procedure</p> <p>SA4. Ensure that laboratory results are accurately documented and retained in accordance with existing legislation</p> <p>SA5. Record information in LMIS</p>
	Reading Skills
	<p>The user/individual on the job needs to:</p> <p>SA6. Read and understand information and clinical notes presented in writing</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA8. Seek out and listen to colleagues and other health professionals</p> <p>SA9. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Setup the work area to facilitate the treatment process</p> <p>SB2. Ensure all the instruments, equipment and materials are available and ready for use</p> <p>SB3. Decide on materials to order</p> <p>SB4. Decide whether specimens should be kept in storage or sent to other laboratories for processing when there are equipment failures</p>
	Plan and Organise
<p>The user/individual on the job needs to know and understand how to :</p>	

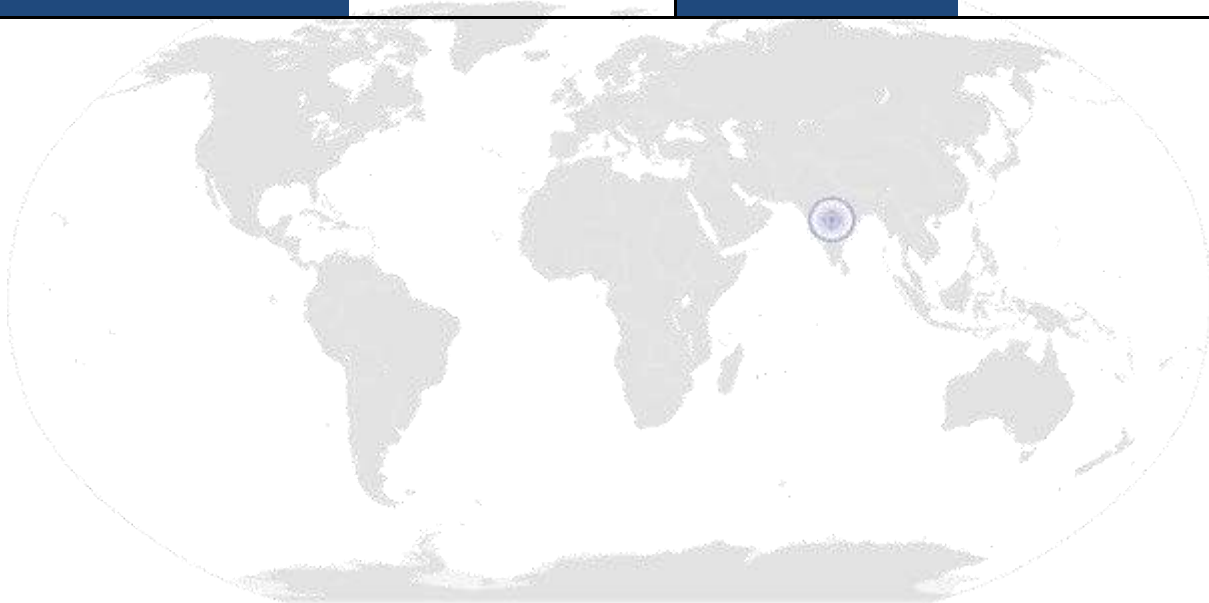
HSS/ N 0410: Archive tissue samples and records

	SB5. Plan and organise activities required to prepare work area for scheduled procedures
	Patient Centricity
	The user/individual on the job needs to know and understand how to:
	SB6. Maintain patient confidentiality SB7. Respect the rights of the patient(s)
	Problem Solving
	The user/individual on the job needs to:
	SB8. Identify source of error and initiates corrective action SB9. Identify source of interference and initiates corrective action as applicable SB10. Assess the quality of the preparation and initiates corrective action as required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	SB11. Assess results to initiate follow-up testing SB12. Differentiate between clinically significant and insignificant findings SB13. Assess the quality of the preparation
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB14. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently SB15. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations	

HSS/ N 0410: Archive tissue samples and records

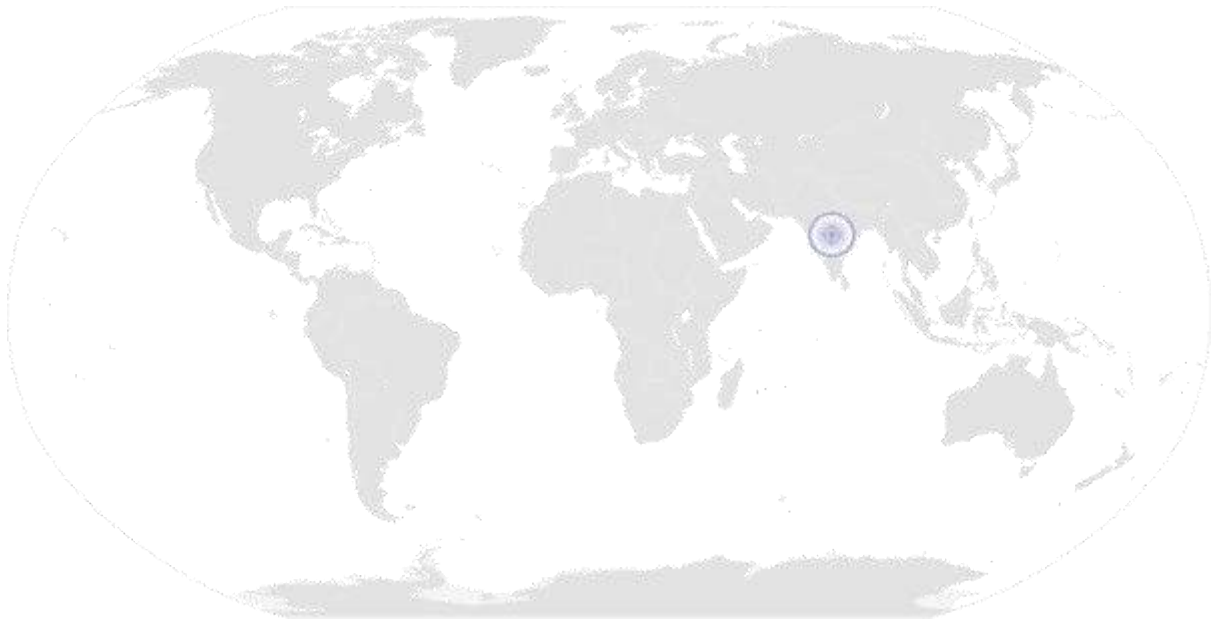
NOS Version Control

NOS Code	HSS/ N 0410		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 0411: Prepare reagents

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Histotechnician to prepare reagents.

HSS/ N 0411: Prepare reagents

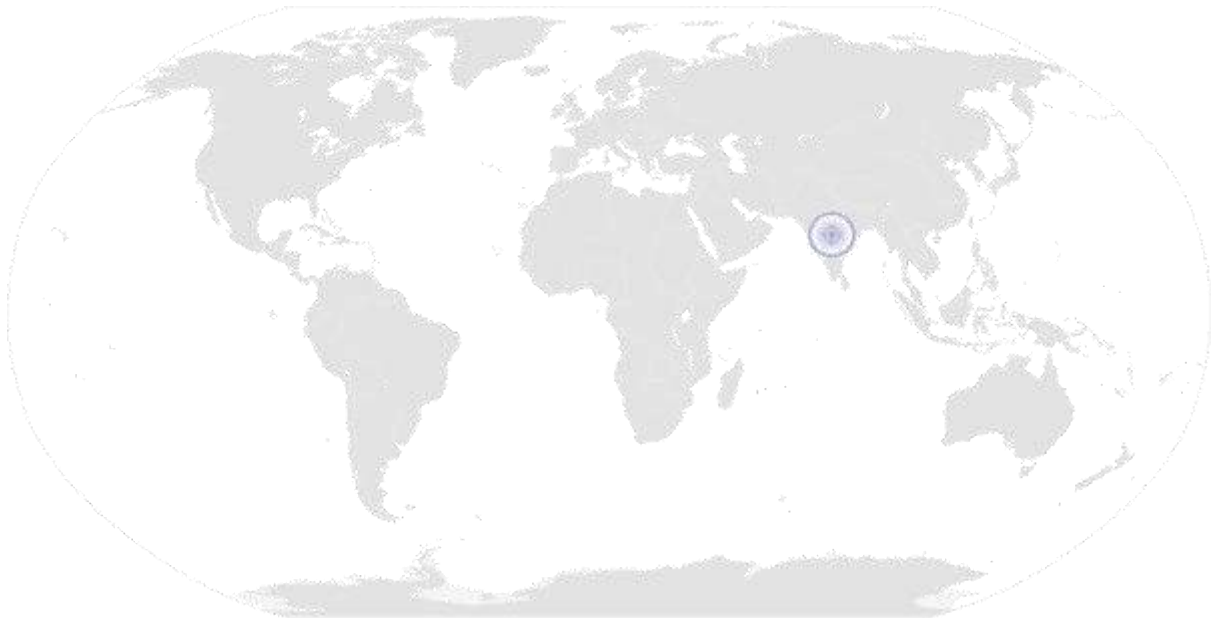
National Occupational Standard	Unit Code	HSS/ N 0411
	Unit Title (Task)	Prepare reagents
	Description	This OS unit is about the Histotechnician performing reagent preparation
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparing reagents
	Performance Criteria (PC) wrt the Scope	
	Element	Performance Criteria
		To be competent, the user/individual on the job must be able to: <p>PC1. Know how to prepare the reagents</p> <p>PC2. Prepare standard volumetric solutions or reagents to be combined with samples</p> <p>PC3. Follow standardized formulas or experimental procedures</p> <p>PC4. How to test solutions, processes, or finished products to determine quality or quantity of materials or characteristics of a substance</p> <p>PC5. Know the composition for different types of reagents</p>
	Knowledge and Understanding (K)	
	A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. Relevant legislation, standards, policies, and procedures followed by the provider</p> <p>KA2. The importance of maintaining confidentiality of the patient information</p> <p>KA3. How to dress appropriately as per the guidelines of the healthcare provider</p> <p>KA4. How to refer to any other grossing procedure as may be required for specific tissue types</p> <p>KA5. Follows established protocols as defined in policy and procedure manuals</p> <p>KA6. Usage of LMIS(Laboratory information management system)</p>
	B Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Preparation of reagents</p> <p>KB2. How to check for all stain stock like H&E, PAS, ZN, Mucicarmine, Hales, MT, Vankosa, AR, Congored, Perls</p> <p>KB3. How to process solutions, 10% buff neutral buffered formalin, decal solution</p> <p>KB4. How to prepare and keep sufficient stock whenever time permits</p> <p>KB5. How to buffer solution for IHC and some IDC reagents</p>
Skills (S) (Optional)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <p>SA1. Write clearly and concisely</p> <p>SA2. Record the significant changes and process while performing the procedure</p> <p>SA3. Ensure that laboratory results are accurately documented and retained in</p>	

HSS/ N 0411: Prepare reagents

	<p>accordance with existing legislation</p> <p>SA4. Record information in LMIS</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to:</p> <p>SA5. Read and understand information and clinical notes presented in writing</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. Practice effective communication with colleagues and other health professionals while maintaining a professional attitude</p> <p>SA7. Seek out and listen to colleagues and other health professionals</p> <p>SA8. Listen and understand information and ideas presented through spoken words and sentences</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Setup the work area to facilitate the treatment process</p> <p>SB2. Ensure all the instruments, equipment and materials are available and ready for use</p> <p>SB3. Decide and check the reagent</p>
	<p>Plan and Organise</p> <p>The user/individual on the job needs to know and understand how to :</p> <p>SB4. Plan and organise activities required to prepare work area for scheduled procedures</p>
	<p>Patient Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Maintain patient confidentiality</p> <p>SB6. Respect the rights of the patient(s)</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to:</p> <p>SB7. Identify source of error and initiates corrective action</p> <p>SB8. Identify source of interference and initiates corrective action as applicable</p> <p>SB9. Assess the quality of the preparation and initiates corrective action as required</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Assess results to initiate follow-up testing</p> <p>SB11. Differentiate between clinically significant and insignificant findings</p>

HSS/ N 0411: Prepare reagents

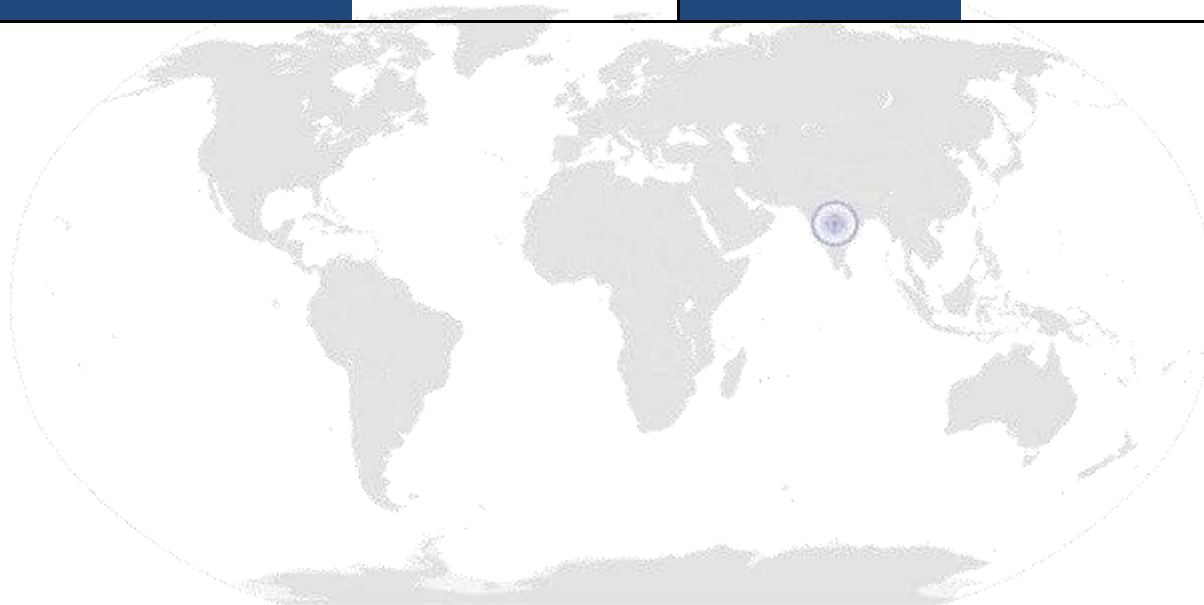
	SB12. Assess the quality of the preparation
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently SB14. Demonstrate the ability to adapt to rapidly changing situations, e.g.: responds appropriately to critical situations; retains composure in stressful situations; applies existing skills to new situations



HSS/ N 0411: Prepare reagents

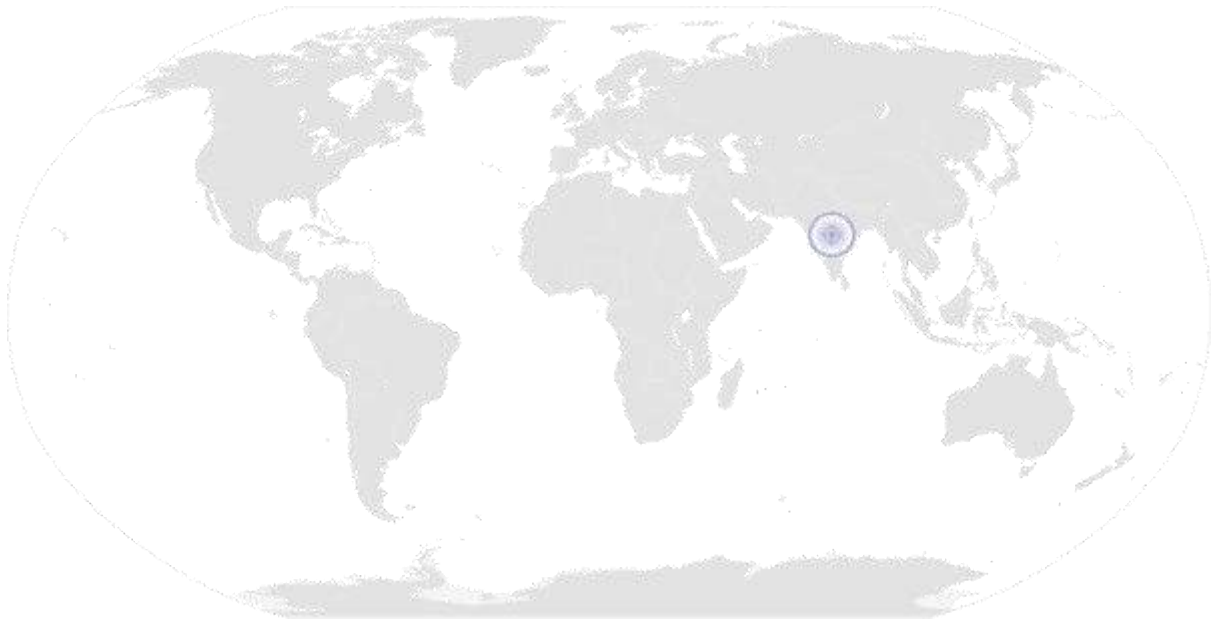
NOS Version Control

NOS Code	HSS/ N 0411		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	5-7	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



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

National Occupational Standards



Overview

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

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

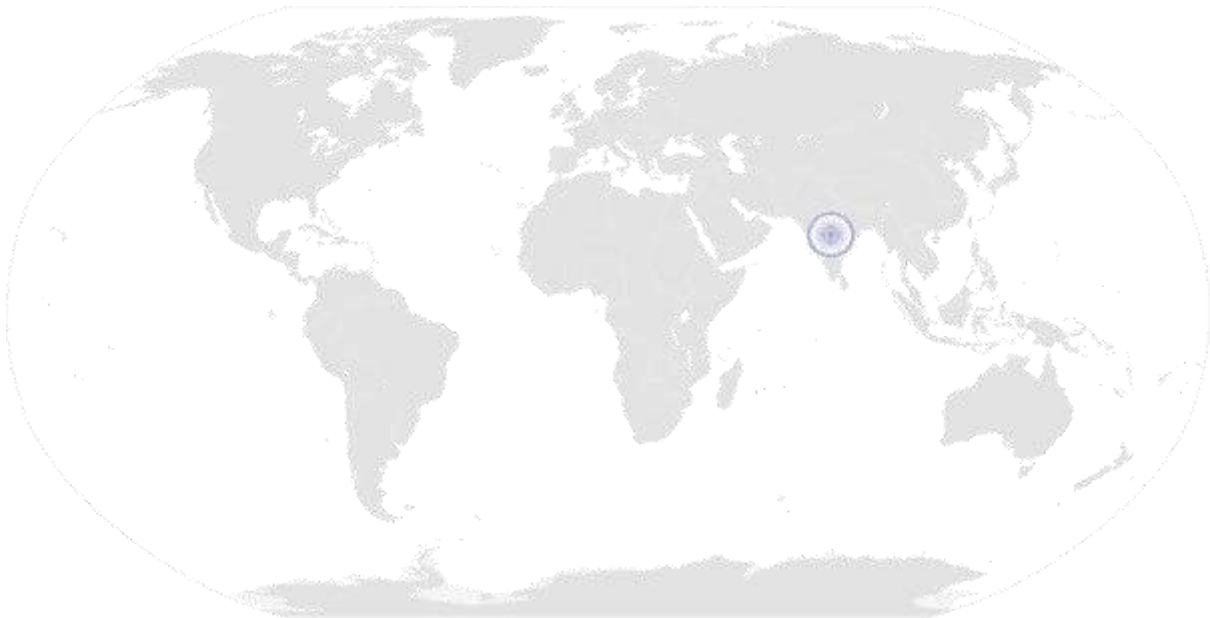
Unit Code	HSS/ N 9602
Unit Title (Task)	Ensure availability of medical and diagnostic supplies
Description	This OS unit is about ensuring availability of medical and diagnostic supplies to meet actual and anticipated demand. This OS unit is applicable to all allied health professionals required to maintain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

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

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

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

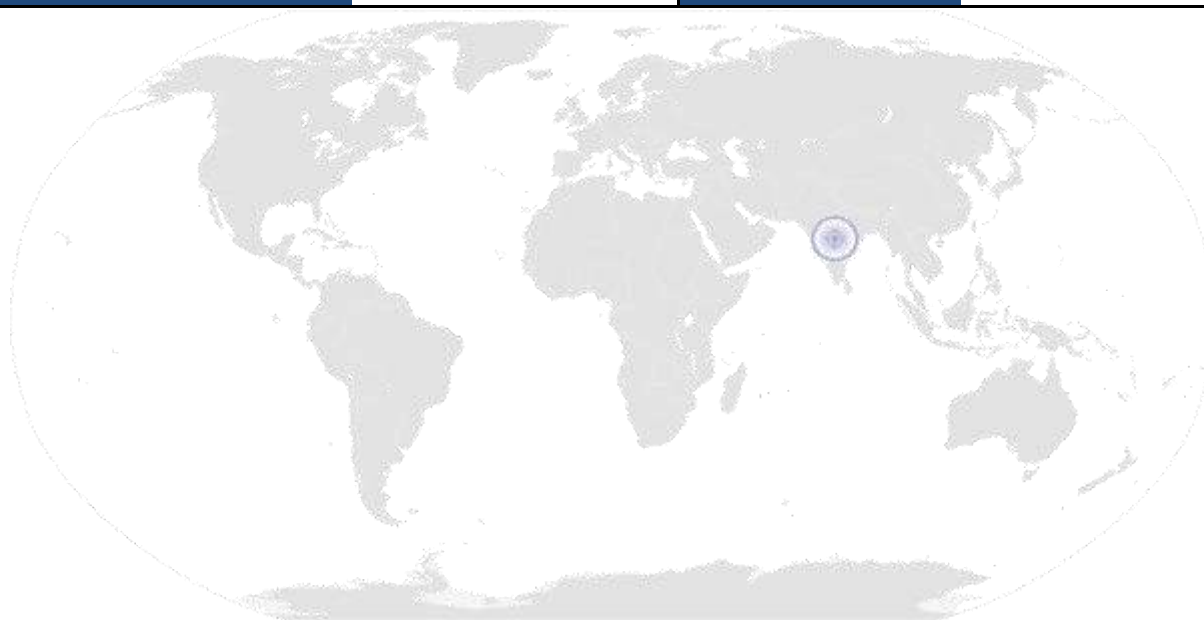
	The user/individual on the job needs to know and understand how to:
	SB7. Handle non-availability of medical supplies or diagnostic kits when required
	Analytical Thinking
	The user/individual on the job needs to know and understand how to:
	Not applicable
	Critical Thinking
	The user/individual on the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



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

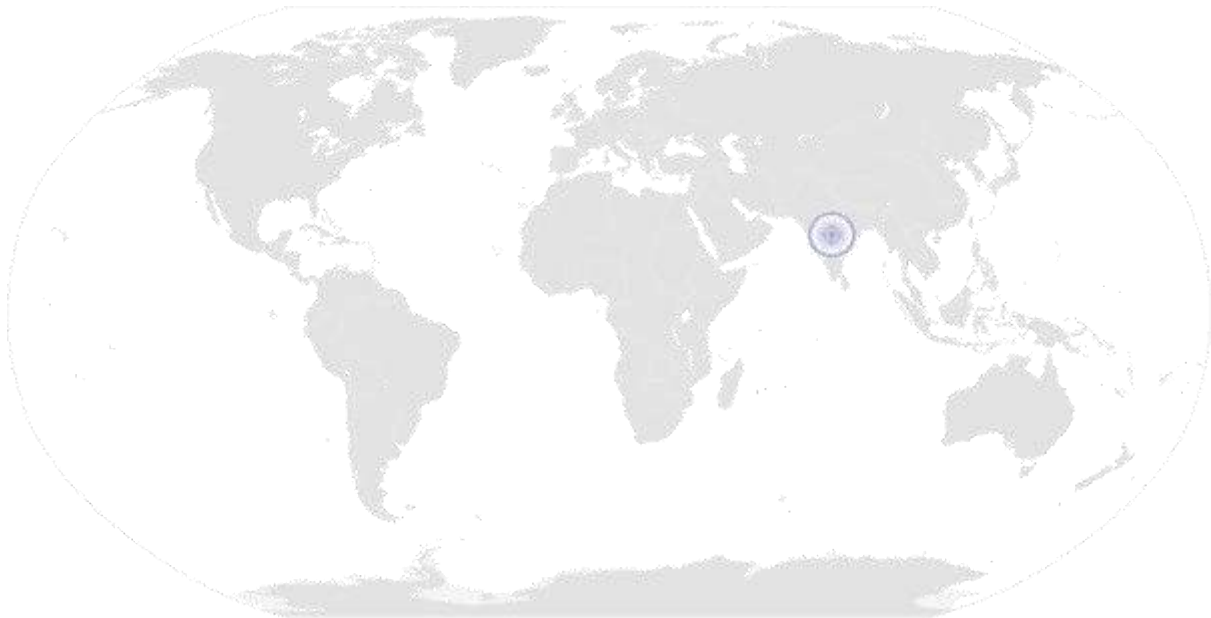
NOS Version Control

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



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

National Occupational Standards



Overview

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

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

National Occupational Standard	Unit Code	HSS/ N 9603
	Unit Title (Task)	Act within the limits of one’s competence and authority
	Description	<p>This OS unit is about recognising the boundaries of the role and responsibilities and working within the level of competence in accordance with legislation, protocols and guidelines</p> <p>This is applicable to all Allied Health Professionals working in an organised, regulated environment</p>
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Acting within the limit of one’s competence and authority; <ul style="list-style-type: none"> ○ Knowing one’s job role ○ Knowing one’s job responsibility ○ Recognising the job role and responsibilities of co workers <p>Reference: ‘This National Occupational Standard is from the UK Skills for Health suite [SFHGEN63, Act within the limits of your competence and authority] It has been tailored to apply to healthcare in India and has been reproduced with their permission’.</p>
Performance Criteria (PC) wrt The Scope		
Element	Performance Criteria	
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Adhere to legislation, protocols and guidelines relevant to one’s role and field of practice</p> <p>PC2. Work within organisational systems and requirements as appropriate to one’s role</p> <p>PC3. Recognise the boundary of one’s role and responsibility and seek supervision when situations are beyond one’s competence and authority</p> <p>PC4. Maintain competence within one’s role and field of practice</p> <p>PC5. Use relevant research based protocols and guidelines as evidence to inform one’s practice</p> <p>PC6. Promote and demonstrate good practice as an individual and as a team member at all times</p> <p>PC7. Identify and manage potential and actual risks to the quality and safety of practice</p> <p>PC8. Evaluate and reflect on the quality of one’s work and make continuing improvements</p>	
Knowledge and Understanding (K)		
A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The relevant legislation, standards, policies, and procedures followed in the organisation</p> <p>KA2. The medical procedures and functioning of required medical equipment</p> <p>KA3. Role and importance of assisting other healthcare providers in delivering care</p>	

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

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

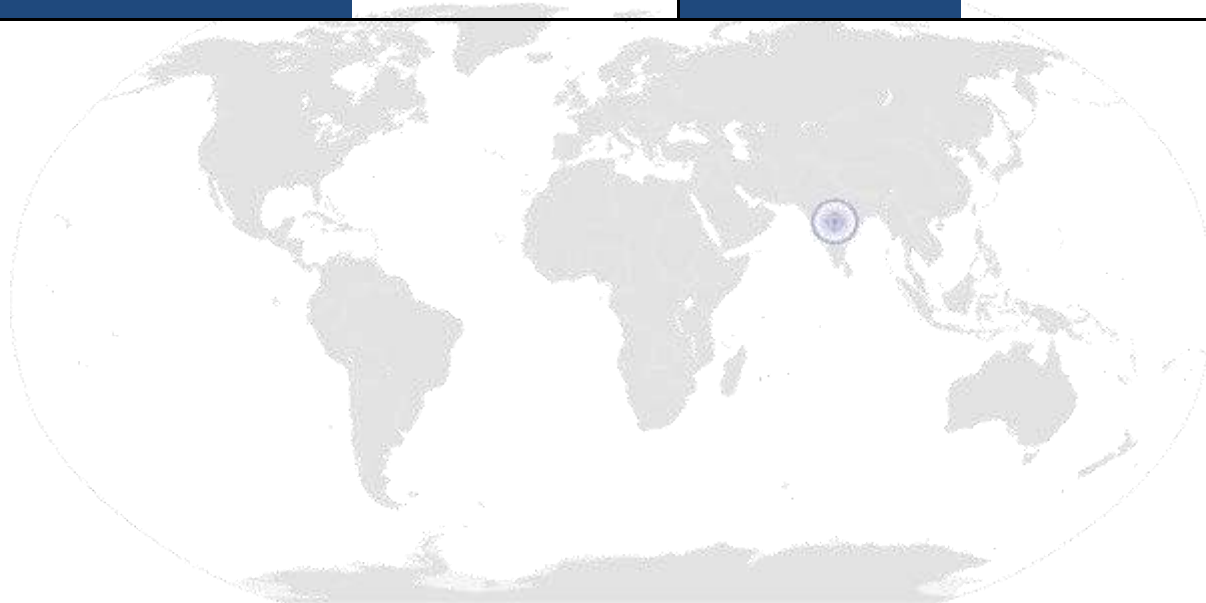
HSS/ N 9603: Act within the limits of one's competence and authority

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

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

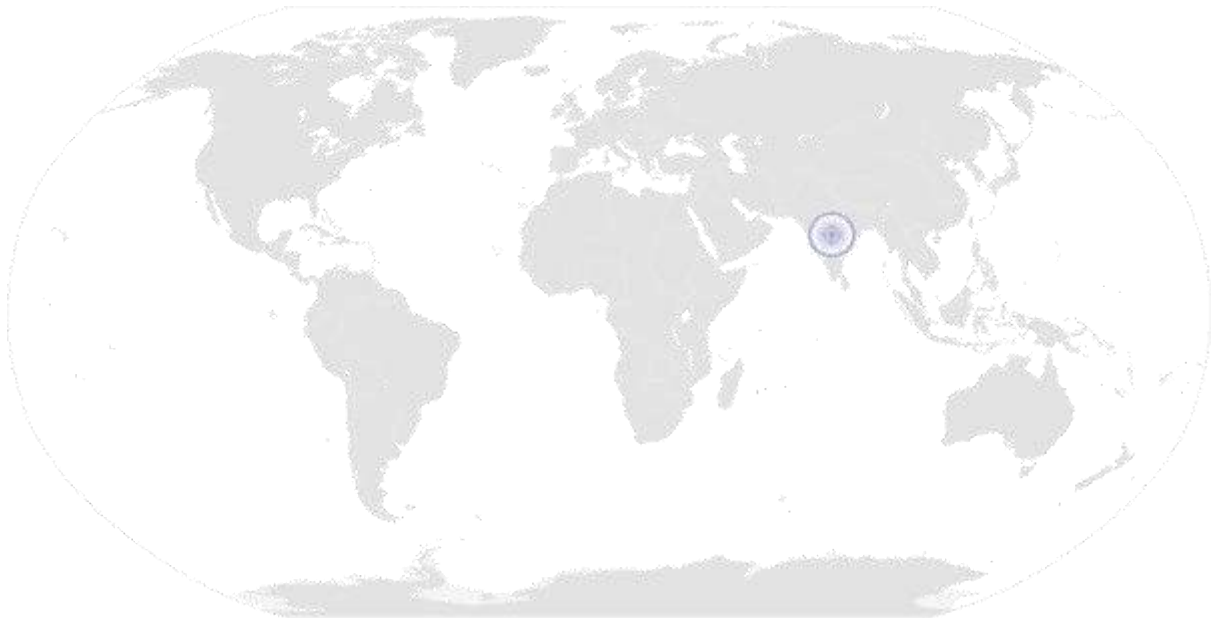
NOS Version Control

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



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

National Occupational Standards



Overview

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

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

National Occupational Standard

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

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

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

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

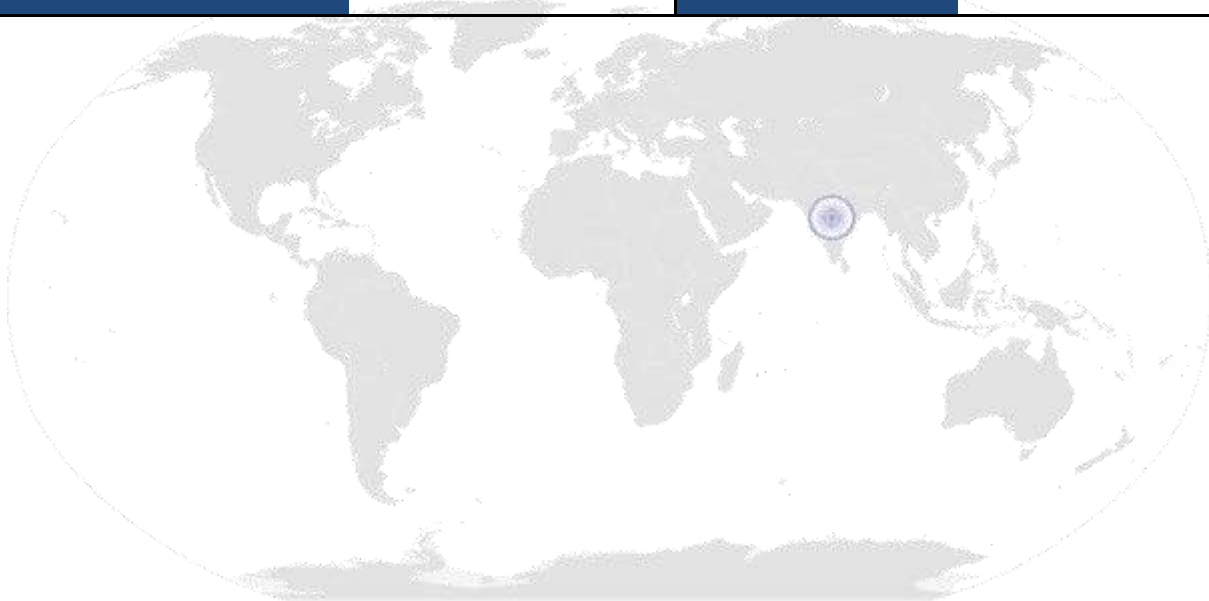
	SB3. Communicate effectively with patients and their family, physicians, and other members of the health care team
	SB4. Be capable of being responsive, listen empathetically to establish rapport in a way that promotes openness on issues of concern
	SB5. Be sensitive to potential cultural differences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



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

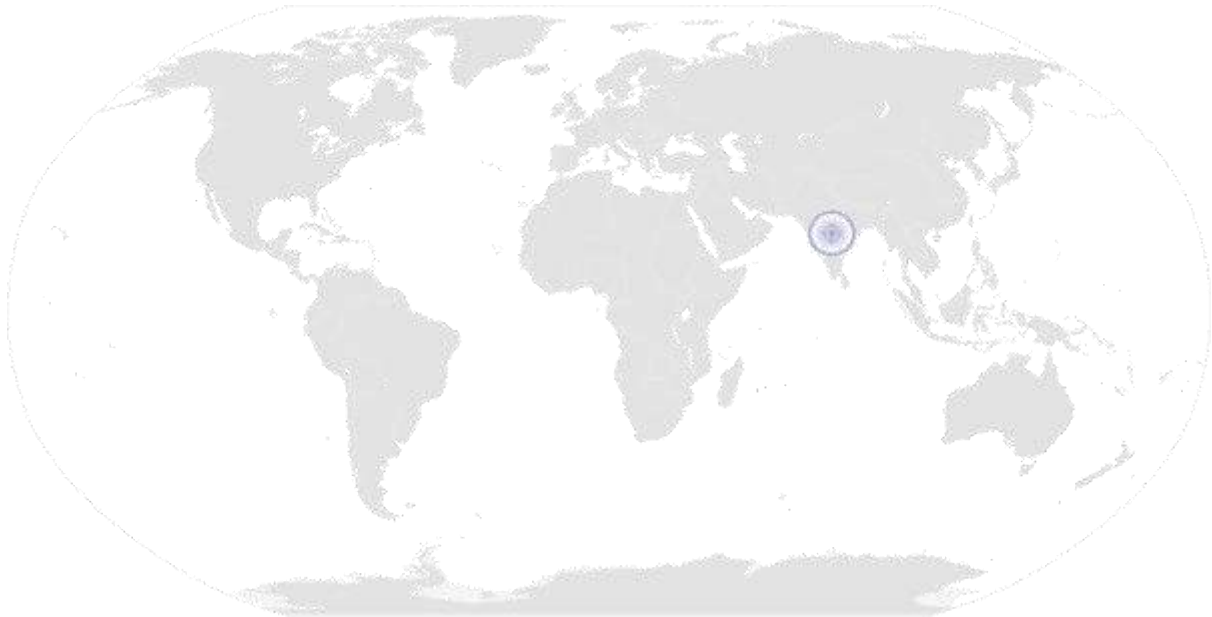
NOS Version Control

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



HSS/ N 9609: Manage biomedical waste

National Occupational Standards



Overview

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

HSS/ N 9609: Follow biomedical waste disposal protocols

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

HSS/ N 9609: Follow biomedical waste disposal protocols

<p>(Knowledge of the Healthcare provider/ Organisation and its processes)</p>	<p>KA1. Basic requirements of the health and safety and other legislations and regulations that apply to the organisation</p> <p>KA2. Person(s) responsible for health, safety, and security in the organisation</p> <p>KA3. Relevant up-to-date information on health, safety, and security that applies to the organisation</p> <p>KA4. Organisation’s emergency procedures and responsibilities for handling hazardous situations</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. How to categorise waste according to national, local and organisational guidelines</p> <p>KB2. The appropriate approved disposal routes for waste</p> <p>KB3. The appropriate containment or dismantling requirements for waste and how to make the waste safe for disposal</p> <p>KB4. The importance to adhere to the organisational and national waste management principles and procedures</p> <p>KB5. The hazards and risks associated with the disposal and the importance of risk assessments and how to provide these</p> <p>KB6. The personal protective equipment required to manage the different types of waste generated by different work activities</p> <p>KB7. The importance of working in a safe manner when carrying out procedures for biomedical waste management in line with local and national policies and legislation</p> <p>KB8. The required actions and reporting procedures for any accidents, spillages and contamination involving waste</p> <p>KB9. The requirements of the relevant external agencies involved in the transport and receipt of your waste</p> <p>KB10. The importance of segregating different types of waste and how to do this</p> <p>KB11. The safe methods of storage and maintaining security of waste and the permitted accumulation times</p> <p>KB12. The methods for transporting and monitoring waste disposal and the appropriateness of each method to a given scenario</p> <p>KB13. How to report any problems or delays in waste collection and where to seek advice and guidance</p> <p>KB14. The importance of the organisation monitoring and obtaining an assessment of the impact the waste has on the environment</p> <p>KB15. The current national legislation, guidelines, local policies and protocols which affect work practice</p> <p>KB16. The policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others</p>
<p>Skills (S) (Optional)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Report and record incidents</p>

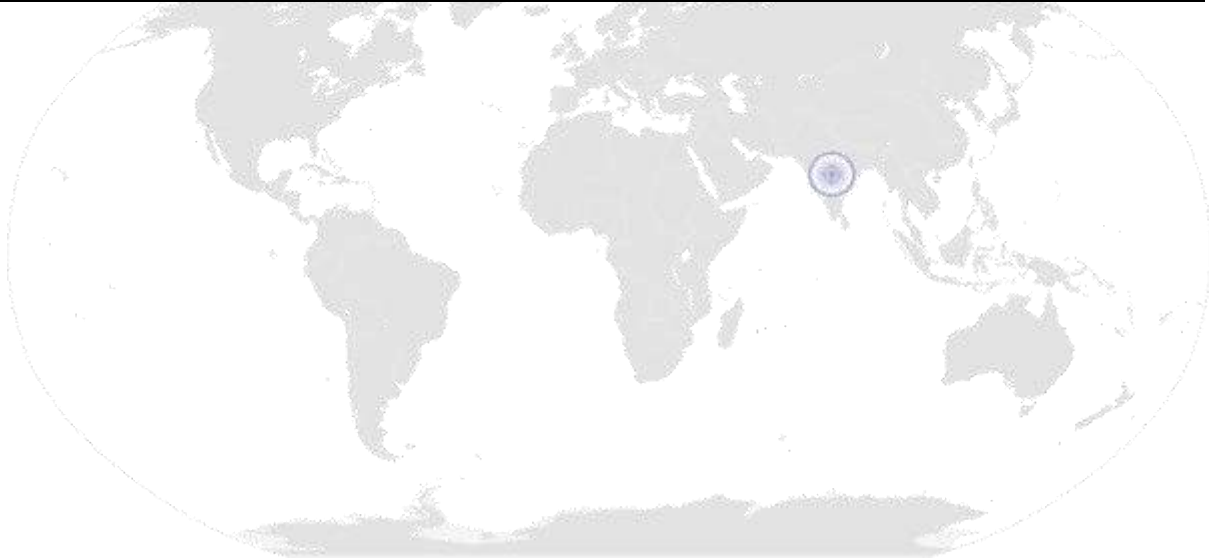
HSS/ N 9609: Follow biomedical waste disposal protocols

	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and understand company policies and procedures for managing biomedical waste
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. Report hazards and incidents clearly with the appropriate level of urgency
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the area of work SB2. Exhibit commitment to the organisation and exert effort and perseverance
	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB3. Organise files and documents SB4. Plan for safety of the work environment SB5. Recommend and implement plan of action
	Patient Centricity
	The user/individual on the job needs to know and understand: SB6. How to make exceptional effort to keep the environment and work place clean
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Identify hazards and suggest effective solutions to identified problems of waste management
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB8. Analyse the seriousness of hazards and proper waste management
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Evaluate opportunities to improve health, safety and security SB10. Show understanding and empathy for others

HSS/ N 9609: Follow biomedical waste disposal protocols

NOS Version Control

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



HSS/ N 9610: Follow infection control policies and procedures

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding, skills required of an Allied Health professional to comply with infection control policies and procedures.

HSS/ N 9610: Follow infection control policies and procedures

Unit Code	HSS/ N 9610
Unit Title (Task)	Follow infection control policies and procedures
Description	<p>This OS unit is about complying with infection control policies and procedures. It is applicable to workers who are responsible for workplace procedures to maintain infection control.</p> <p>This unit applies to all Allied Health professionals.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Complying with an effective infection control strategy with an effective infection control strategy that ensures the safety of the patient (or end-user of health-related products/services) Maintaining personal protection and preventing the transmission of infections from person to person
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Perform the standard precautions to prevent the spread of infection in accordance with organisation requirements</p> <p>PC2. Perform the additional precautions when standard precautions alone may not be sufficient to prevent transmission of infection</p> <p>PC3. Minimise contamination of materials, equipment and instruments by aerosols and splatter</p> <p>PC4. Identify infection risks and implement an appropriate response within own role and responsibility</p> <p>PC5. Document and report activities and tasks that put patients and/or other workers at risk</p> <p>PC6. Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organization</p> <p>PC7. Follow procedures for risk control and risk containment for specific risks</p> <p>PC8. Follow protocols for care following exposure to blood or other body fluids as required</p> <p>PC9. Place appropriate signs when and where appropriate</p> <p>PC10. Remove spills in accordance with the policies and procedures of the organization</p> <p>PC11. Maintain hand hygiene by washing hands before and after patient contact and/or after any activity likely to cause contamination</p> <p>PC12. Follow hand washing procedures</p> <p>PC13. Implement hand care procedures</p> <p>PC14. Cover cuts and abrasions with water-proof dressings and change as necessary</p> <p>PC15. Wear personal protective clothing and equipment that complies with Indian</p>

HSS/ N 9610: Follow infection control policies and procedures

	<p>Standards, and is appropriate for the intended use</p> <p>PC16. Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each patient contact</p> <p>PC17. Demarcate and maintain clean and contaminated zones in all aspects of health care work</p> <p>PC18. Confine records, materials and medicaments to a well-designated clean zone</p> <p>PC19. Confine contaminated instruments and equipment to a well-designated contaminated zone</p> <p>PC20. Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste</p> <p>PC21. Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified</p> <p>PC22. Store clinical or related waste in an area that is accessible only to authorised persons</p> <p>PC23. Handle, package, label, store, transport and dispose of waste appropriately to minimise potential for contact with the waste and to reduce the risk to the environment from accidental release</p> <p>PC24. Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements</p> <p>PC25. Wear personal protective clothing and equipment during cleaning procedures</p> <p>PC26. Remove all dust, dirt and physical debris from work surfaces</p> <p>PC27. Clean all work surfaces with a neutral detergent and warm water solution before and after each session or when visibly soiled</p> <p>PC28. Decontaminate equipment requiring special processing in accordance with quality management systems to ensure full compliance with cleaning, disinfection and sterilisation protocols</p> <p>PC29. Dry all work surfaces before and after use</p> <p>PC30. Replace surface covers where applicable</p> <p>PC31. Maintain and store cleaning equipment</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Healthcare provider/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's infection control policies and procedures</p> <p>KA2. Organisation requirements relating to immunisation, where applicable</p> <p>KA3. Standard precautions</p> <p>KA4. Good personal hygiene practice including hand care</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Additional precautions</p> <p>KB2. Aspects of infectious diseases including: - opportunistic organisms - pathogens</p> <p>KB3. Basic microbiology including:</p>

HSS/ N 9610: Follow infection control policies and procedures

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

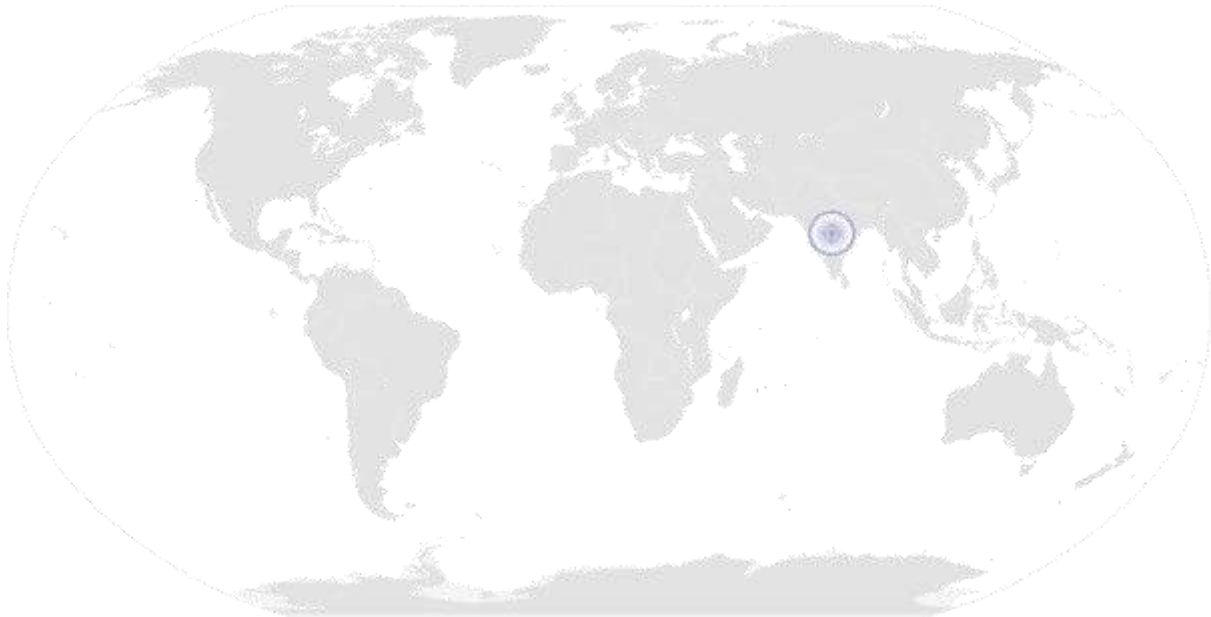
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	<p>SA1. Consistently apply hand washing, personal hygiene and personal protection protocols</p> <p>SA2. Consistently apply clean and sterile techniques</p> <p>SA3. Consistently apply protocols to limit contamination</p>
	Reading Skills

HSS/ N 9610: Follow infection control policies and procedures

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Follow instructions as specified in the protocols</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Listen patiently SA6. Provide feedback (verbal and non-verbal) to encourage smooth flow of information</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues SB2. Apply additional precautions when standard precautions are not sufficient</p>
	<p>Plan and Organise</p> <p>The user/individual on the job needs to:</p> <p>SB3. Consistently ensure instruments used for invasive procedures are sterile at time of use (where appropriate) SB4. Consistently follow the procedure for washing and drying hands SB5. Consistently limit contamination SB6. Consistently maintain clean surfaces and manage blood and body fluid spills</p>
	<p>Patient Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Be a good listener and be sensitive to patient SB8. Avoid unwanted and unnecessary communication with patients SB9. Maintain eye contact and non-verbal communication</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB10. Communicate only facts and not opinions SB11. Give feedback when required</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. Coordinate required processes effectively</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB13. Apply, analyse, and evaluate the information gathered from observation,</p>

HSS/ N 9610: Follow infection control policies and procedures

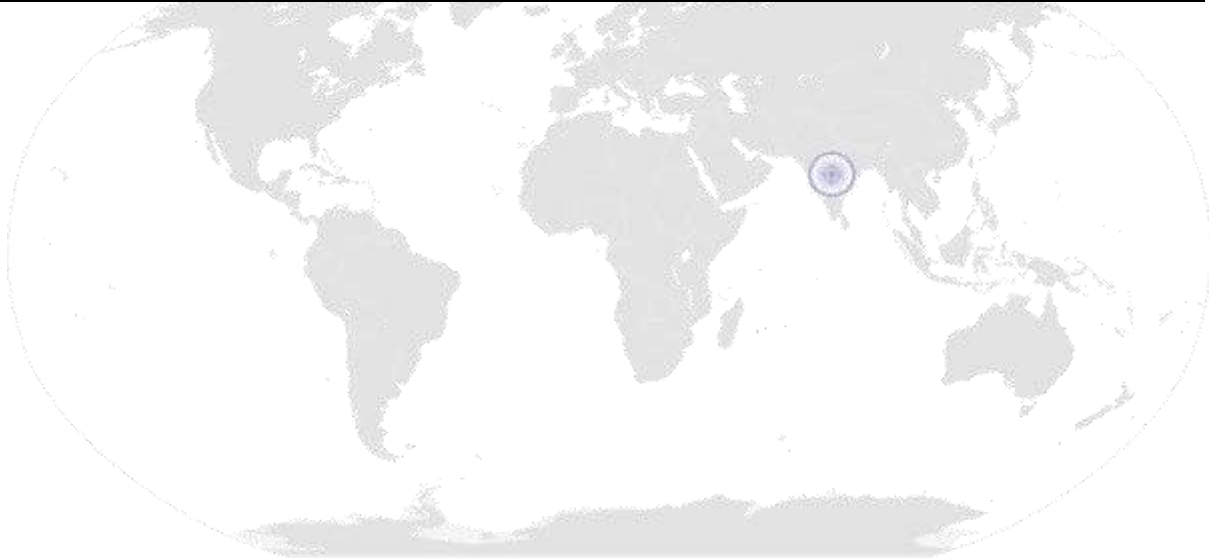
	experience, reasoning, or communication, as a guide to belief and action SB14. Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
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HSS/ N 9610: Follow infection control policies and procedures

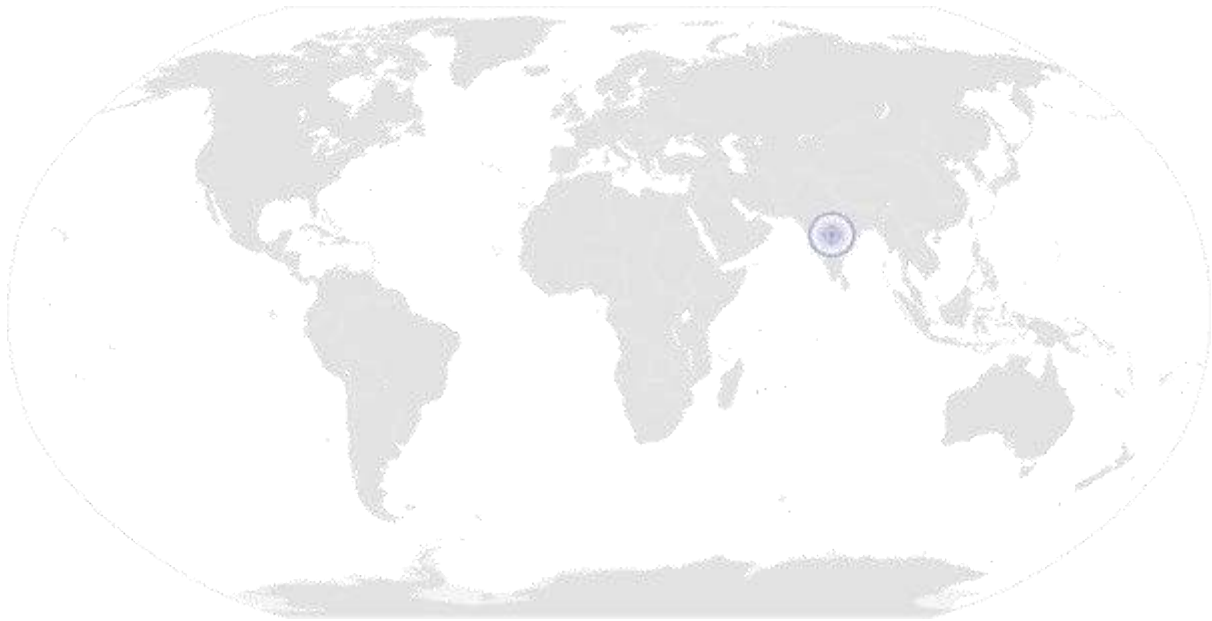
NOS Version Control

NOS Code	HSS/ N 9610		
Credits(NVEQF/NVQF/NSQF) [OPTIONAL]	Not applicable	Version number	1
Industry	Health	Drafted on	12/05/13
Industry Sub-sector	Allied Health and Paramedics	Last reviewed on	22/05/13
		Next review date	22/05/15



HSS/ N 9611: Monitor and assure quality

National Occupational Standards



Overview

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

HSS/ N 9611: Monitor and assure quality

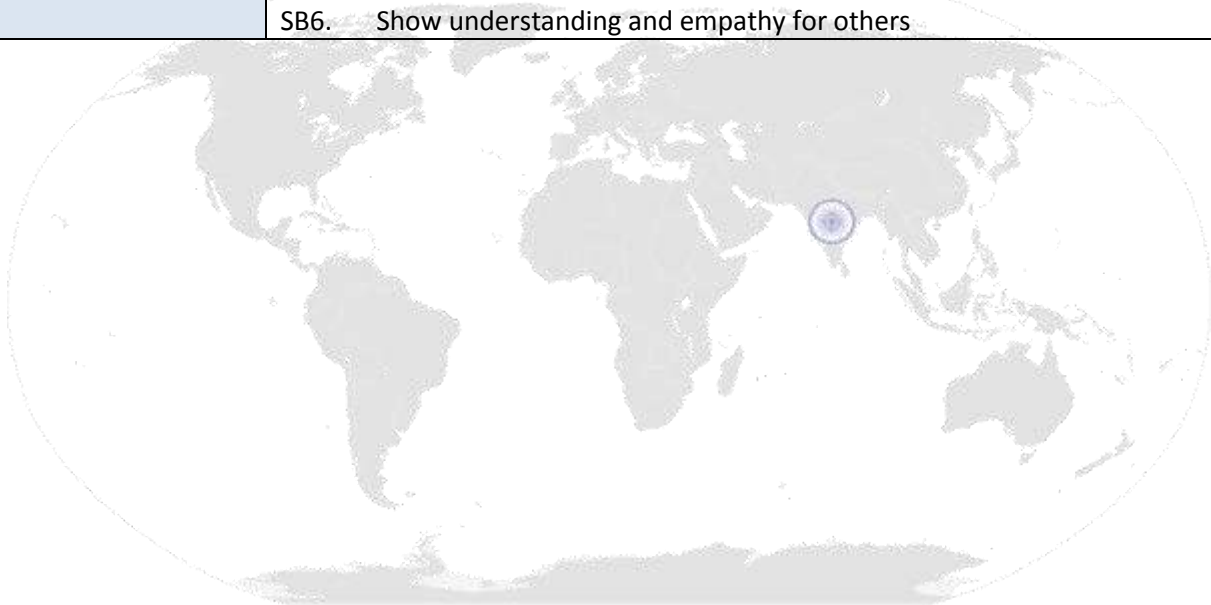
National Occupational Standard	Unit Code	HSS/ N 9611
	Unit Title (Task)	Monitor and assure quality
	Description	This OS unit is about Assuring quality in all procedures. This unit applies to all Allied Health professionals.
	Scope	This unit/task covers the following: <ul style="list-style-type: none">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

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

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



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NOS Version Control

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