Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Principles of Health and Safety in a Pharmacy Setting

Unit Reference Number: D/618/5929

Level: Two (2)

Credit Value: Three (3)

Minimum Guided Learning Hours: 25

Learning Outcome (The Learner will):		Assessment Criterion (The Learner can):
1. Know how to work safely in a pharmacy setting	1.1	Identify the roles and responsibilities of pharmacy team members in relation to health and safety in a pharmacy setting
	1.2	Describe **key legislation** relating to health and safety in a pharmacy setting
	1.3	Apply **key policies** and **local guidelines** which relate to health and safety at work
	1.4	Work safely within the parameters of your role using Standard Operating Procedures
	1.5	Demonstrate acting appropriately in situations to prevent harm to yourself and others
2. Be able to identify risks and hazards in a workplace environment	2.1	Identify **potential risks and hazards** in own working environment
	2.2	Describe how control measures are used to reduce risk in relation to own workplace practices
	2.3	Reflect on own performance in relation to preventing harm to self and **others**
3. Know what appropriate action should be taken in response to incidents or emergencies following local guidelines	3.1	Describe the procedures for reporting **accidents and potential hazards** in own work environment
	3.2	Outline responsibilities of Pharmacy Support Staff in relation to accidents, incidents or emergencies

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Indicative Content	
LO1	1.2 **Key legislation** should include: Health and Safety at Work Act 1974; Manual handling; Disposal of pharmaceutical waste; Control of Substances Hazardous to Health (COSHH) Workplace injury; Workplace ill health; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR); Safe working environment Safeguarding; Deprivation of Liberty Provision for first aid at work 1.3 **Key policies and local guidelines** should include health and safety policies; standard operating procedures; safeguarding; whistleblowing; DSA; risk assessment; accidents and emergencies
LO2	2.1 **Potential risks and hazards** could include: non-compliance with procedures, guidelines or SoPs; general hazards such as wires, obstacles, spillages, waste; deviations or errors; hazardous substances; 2.3 **Others** could include: patients; colleagues; customers; other pharmacy team members; other multidisciplinary team members
LO3	3.1 **Accidents and potential hazards** should cover medical conditions/emergencies, sudden illness; slips, trips, falls; minor injury etc

Assessment Requirements

This unit will be assessed via a portfolio of evidence assessed and internally quality assured by the centre. Achievement is subject to external quality assurance by Open Awards.

This unit must be assessed in line with Open Awards Quality Assurance procedures as well as in line with Skills for Health Assessment Principles for Occupational Competence (v4 November 2017).

Learners will be expected to achieve all learning outcomes and assessment criteria.

Skills-based assessment criteria
The primary method of assessment for the skills-based criteria is observation in the workplace by the assessor.

Where learners are not able to achieve the skills-based learning outcomes in their usual place of employment, the training provider and employer must ensure that the learner is given opportunities to achieve the learning outcomes in a work placement or another suitable setting. This may include simulation.

Types of evidence could include:

a) Observation of performance
b) Questioning (written or oral)
c) Practical Activities
d) Photographs or videos
e) Personal statements
f) Reflective logs
g) Project work
h) Witness testimonies

Knowledge-based criteria
For knowledge-based criteria, evidence will be assessed using internally set, internally marked written assignments.

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Types of evidence could include:

a) Written assignments
b) Examinations
c) Questioning (written or oral)
d) Personal statements
e) Project work

Across the qualification's skills-based assessment criteria, there must be at least three observations which cover the required skills.

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Uned Cymhwyster

Mae'r uned hon yn rhan o gymhwyster rheoleiddiedig.

Teitl yr Uned: Egwyddorion Iechyd a Diogelwch mewn Lleoliad Fferyllfa

Lefel: Two (2)

Gwerth Credyd: Three (3)

GLH Lleiafswm: 25

Deilliant Dysgu (Bydd y Dysgwr yn):	Maen Prawf Asesu (Gall y Dysgwr):	
1. Gwybod sut i weithio'n ddiogel mewn lleoliad fferyllfa	1.1	Nodi rolau a chyfrifoldebau aelodau tîm fferyllfa mewn perthynas ag iechyd a diogelwch mewn lleoliad fferyllfa
	1.2	Disgrifio **deddfwriaeth allweddol** yn ymwneud ag iechyd a diogelwch mewn lleoliad fferyllfa
	1.3	Cymhwyso **polisïau allweddol** a **chanllawiau lleol** sy'n ymwneud ag iechyd a diogelwch yn y gwaith
	1.4	Gweithio'n ddiogel o fewn paramedrau eich rôl gan ddefnyddio Gweithdrefnau Gweithredu Safonol
	1.5	Arddangos gweithredu'n briodol mewn sefyllfaoedd i atal niwed i chi eich hun ac eraill
2. Gallu adnabod risgiau a pheryglon mewn amgylchedd gweithle	2.1	Nodi **risgiau a pheryglon posibl** yn eich amgylchedd gwaith eich hun
	2.2	Disgrifio sut mae mesurau rheoli yn cael eu defnyddio i leihau risg mewn perthynas â'ch arferion gweithle eich hun
	2.3	Myfyrio ar eich perfformiad ei hun mewn perthynas ag atal niwed i chi eich hun ac i **eraill**
3. Gwybod pa gamau priodol y dylid eu cymryd mewn ymateb i ddigwyddiadau neu argyfyngau gan ddilyn canllawiau lleol	3.1	Disgrifio'r gweithdrefnau ar gyfer adrodd am **ddamweiniau a pheryglon posibl** yn eich amgylchedd gwaith eich hun
	3.2	Amlinellu cyfrifoldebau Staff Cymorth Fferyllol mewn perthynas â damweiniau, digwyddiadau neu argyfyngau

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Cynnwys Mynegol	
LO1	1.2 Dylai **deddfwriaeth allweddol** gynnwys: Deddf Iechyd a Diogelwch yn y Gwaith 1974; Codi a chario; Gwaredu gwastraff fferyllol; Rheoli Sylweddau Peryglus i Iechyd (COSHH); Anaf yn y gweithle; Afiechyd yn y gweithle; Rheoliadau Adrodd ar Anafiadau, Clefydau a Digwyddiadau Peryglus 2013 (RIDDOR); Amgylchedd gweithio diogel ar gyfer Diogelu; Darpariaeth Amddifadu o Ryddid ar gyfer cymorth cyntaf yn gwaith 1.3 Dylai **polisïau allweddol a chanllawiau lleol** gynnwys polisïau iechyd a diogelwch; gweithdrefnau gweithredu safonol; diogelu; chwythu'r chwiban; DSA; asesiad risg; damweiniau ac argyfyngau
LO2	2.1 Gallai **risgiau a pheryglon posibl** gynnwys: diffyg cydymffurfio â gweithdrefnau, canllawiau neu SoPs; peryglon cyffredinol megis gwifrau, rhwystrau, gollyngiadau, gwastraff; gwyriadau neu wallau; sylweddau peryglus; 2.3 Gallai **eraill** gynnwys: cleifion; cydweithwyr; cwsmeriaid; aelodau eraill o'r tîm fferylliaeth; aelodau eraill o'r tîm amlddisgyblaethol
LO3	3.1 Dylai **damweiniau a pheryglon posibl** gynnwys cyflyrau/argyfyngau meddygol, salwch sydyn; llithro, baglu, cwympo; mân anafiadau ac ati

Gofynion Asesu

Bydd yr uned hon yn cael ei hasesu trwy bortffolio o dystiolaeth a asesir a bydd y ganolfan yn sicrhau ansawdd yn fewnol. Mae cyflawniad yn amodol ar sicrwydd ansawdd allanol gan Open Awards.

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Rhaid asesu'r uned hon yn unol â gweithdrefnau Sicrwydd Ansawdd Open Awards a hefyd yn unol ag Egwyddorion Sgiliau Iechyd ar gyfer Cymhwysedd Galwedigaethol (fersiwn 4 Tachwedd 2017)

Skills for Health Assessment Principles for Occupational Competence (v4 November 2017).

Bydd disgwyl i ddysgwyr gyflawni'r holl ddeilliannau dysgu a'r meini prawf asesu.

Meini prawf asesiad seiliedig sgiliau

Y prif ddull asesu ar gyfer y meini prawf seiliedig ar sgiliau yw arsylwi yn y gweithle gan yr asesydd.

Lle nad yw dysgwyr yn gallu cyflawni'r deilliannau dysgu seiliedig ar sgiliau yn eu man cyflogaeth arferol, rhaid i'r darparwr hyfforddiant a'r cyflogwr sicrhau bod y dysgwr yn cael cyfleoedd i gyflawni'r deilliannau dysgu mewn lleoliad gwaith neu leoliad addas arall. Gall hyn gynnwys efelychu.

Gallai mathau o dystiolaeth gynnwys:

a) Arsylwi ar berfformiad
b) Cwestiynu (ysgrifenedig neu ar lafar
c) Gweithgareddau Ymarferol
d) Ffotograffau neu fideos
e) Datganiadau personol
f) Cofnodion myfyrio
g) Gwaith prosiect
h) Tystiolaeth gan dystion

Meini prawf seiliedig ar wybodaeth

Ar gyfer meini prawf seiliedig ar wybodaeth, asesir tystiolaeth gan ddefnyddio aseiniadau ysgrifenedig a osodir yn fewnol ac sy'n cael eu marcio'n fewnol.

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Gallai mathau o dystiolaeth gynnwys:

a) Aseiniadau ysgrifenedig
b) Arholiadau
c) Cwestiynu (ysgrifenedig neu ar lafar)
d) Datganiadau personol
e) Gwaith prosiect

Ar draws meini prawf asesu seiliedig ar sgiliau y cymhwyster, rhaid cael o leiaf dri arsylwad sy'n cwmpasu'r sgiliau gofynnol.

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