

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: The Roles and Responsibilities of the Occupational Health Technician

Unit Reference Number: M/650/6539

Level: Three (3)

Credit Value: Two (2)

Minimum Guided Learning Hours: 14

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the role of the Occupational Health Technician	1.1 Summarise the duties of an Occupational Health Technician
	1.2 Evaluate the function of the Occupational Health Service
2. Understand the responsibilities and accountability of an Occupational Health Technician	2.1 Explain how the Code of professional conduct applies to the role of the Occupational Health Technician
	2.2 Summarise the boundaries of responsibility and accountability of the Occupational Health Technician
	2.3 Explain how the duty of care applies to the role of the Occupational Health Technician
	2.4 Explain the requirement for continuing professional development to ensure currency of practice
3. Understand how to maintain confidentiality within the Occupational Health Technician role	3.1 Explain the importance of confidentiality for the Occupational Health Technician
	3.2 Give examples of legislation that applies to the role of an Occupational Health Technician which supports confidentiality
4. Understand the different records held within Occupational Health and their importance	4.1 Identify the range of records and documents held by the organisation/trust relating to the Occupational Health Technician's role

	4.2	Give examples of the purposes of a selection of documents which are relevant to the Occupational Health Technician role
5. Understand the rights of access to records held by Occupational Health for employers and employees	5.1	Explain what is meant by a Subject Access Request
	5.2	Give examples of why a Subject Access Request may be raised.
6. Understand how the different types of "Consent" are applied within an Occupational Health role	6.1	Explain the difference between 'consent' in relation to the Access to Medical Reports Act and 'consent' in relation to the Data Protection Act
	6.2	Reflect on when and why Employee Consent might be requested

Indicative Content	
LO1	<p>1.1 Learner should be able to summarise their duties and responsibilities within their working environment including the limitations of the OHT role</p> <p>1.2 Learners should be able to explain the functions of occupational health in relation to different industries</p> <p>1.3 Learners should be able to describe their role in relation to other OH health professionals</p>
LO2	<p>2.1 Learner should be able to discuss the code of professional conduct as defined by their employer and SOM and how these impact on their practice</p> <p>2.2 Learner should be able to define the parameters in which they work, their professional boundaries and how and when they escalate concerns.</p> <p>2.2 Learner should be able to identify the process they follow when they are unable to follow established procedures</p> <p>2.3 Learner should be able to define the term "duty of care" and how it applies to their role.</p> <p>2.3 Learner should be able to give examples of application of duty of care (act and / or omission) in relation to their role</p>
LO3	<p>3.1 Learners be able to show an understanding in terms of law, ethic and responsibility. They should be able to explain the principles of GDPR in relation to the reason for processing with EU article 9 2(h). This should also include subject access requests and employee consent.</p> <p>Learners should cover all aspects of Data Protection Act of 2018.</p> <p>Learners should also demonstrate a clear understanding of common law duty of confidentiality.</p> <p>Learners should be able to explain the difference between 'consent' in relation to Access to Medical Reports Act and 'consent' in relation to Data Protection Act.</p> <p>Learners should be able to define the purpose of a Privacy Notice and their responsibilities in explaining the contents to clients.</p> <p>Learners should be able to define a 'data breach' and 'data incident' and explain the actions that they must take in the event of identifying a data breach within their organisation.</p>

LO4	4.1 Learners should be able to explain the difference between statutory health records and clinical records in relation to responsibilities for and records lifecycle.
LO5	5.3 These should be generic, hypothetical examples, to preserve client confidentiality. (Example "Y", Example "Z", etc.)
LO6	6.2 Learners should be able to define 'informed consent' and how that applies to 'fitness for work' assessments and occupational health reports.

Uned Cymhwyster

Mae'r uned hon yn rhan o gymhwyster rheoleiddiedig.

Teitl yr Uned: Rôl a Chyfrifoldebau'r Technegydd lechyd Galwedigaethol

Lefel: Three (3)

Gwerth Credyd: Two (2)

GLH Lleiafswm: 14

Deilliant Dysgu (Bydd y Dysgwr yn):	Maen Prawf Asesu (Gall y Dysgwr):
1. Deall rôl y Technegydd lechyd Galwedigaethol	1.1 Crynhoi dyletswyddau Technegydd lechyd Galwedigaethol
	1.2 Gwerthuso swyddogaeth y Gwasanaeth lechyd Galwedigaethol
2. Deall cyfrifoldebau ac atebolrwydd Technegydd lechyd Galwedigaethol	2.1 Esbonio sut mae'r Cod ymddygiad proffesiynol yn berthnasol i rôl y Technegydd lechyd Galwedigaethol
	2.2 Crynhoi ffiniau cyfrifoldeb ac atebolrwydd y Technegydd lechyd Galwedigaethol
	2.3 Esbonio sut mae'r dyletswydd gofal yn berthnasol i rôl y Technegydd lechyd Galwedigaethol
	2.4 Esbonio'r angen am ddatblygiad proffesiynol parhaus i sicrhau bod arferion yn gyfredol
3. Deall sut i gynnal cyfrinachedd o fewn rôl y Technegydd lechyd Galwedigaethol	3.1 Esbonio pwysigrwydd cyfrinachedd i'r Technegydd lechyd Galwedigaethol
	3.2 Rhoi enghreifftiau o ddeddfwriaeth sy'n berthnasol i rôl Technegydd Galwedigaethol sy'n cefnogi cyfrinachedd
4. Deall y gwahanol gofnodion a gedwir o fewn lechyd Galwedigaethol a'u pwysigrwydd	4.1 Nodi'r ystod o gofnodion a dogfennau sydd gan y sefydliad/ymddiriedolaeth sy'n ymwneud â rôl y Technegydd lechyd Galwedigaethol
	4.2 Rhoi enghreifftiau o ddibenion detholiad o ddogfennau sy'n berthnasol i rôl y Technegydd lechyd Galwedigaethol

5. Deall hawliau mynediad i gofnodion a gedwir gan lechyd Galwedigaethol ar gyfer cyflogwyr a gweithwyr	5.1 Esbonio beth yw ystyr Cais Gwrthrych am Wybodaeth
	5.2 Rhoi enghreifftiau o pam y gellir gwneud Cais Gwrthrych am Wybodaeth
6. Deall sut mae'r gwahanol fathau o "Gydsyniad" yn cael eu cymhwyso o fewn rôl lechyd Galwedigaethol	6.1 Esbonio'r gwahaniaeth rhwng 'cydsyniad' mewn perthynas â'r Ddeddf Mynediad at Adroddiadau Meddygol a 'chydsyniad' mewn perthynas â'r Ddeddf Diogelu Data
	6.2 Myfyrio ar pryd a pham y gellir gofyn am Gydsyniad Gweithiwr

Cynnwys Mynegol	
LO1	<p>1.1 Dylai'r dysgwr allu crynhoi ei ddyletswyddau a'i gyfrifoldebau o fewn ei amgylchedd gwaith gan gynnwys cyfyngiadau rôl y tîm iechyd galwedigaethol</p> <p>1.2 Dylai dysgwyr allu esbonio swyddogaethau iechyd galwedigaethol mewn perthynas â diwydiannau gwahanol</p> <p>1.3 Dylai dysgwyr allu disgrifio eu rôl mewn perthynas â gweithwyr iechyd galwedigaethol proffesiynol eraill</p>
LO2	<p>2.1 Dylai'r dysgwr allu trafod y cod ymddygiad proffesiynol fel y'i diffinnir gan ei gyflogwr a'r SOM a sut mae'r rhain yn effeithio ar eu hymarfer.</p> <p>2.2 Dylai'r dysgwr allu diffinio'r paramedrau y mae'n gweithio o'u mewn, ei ffiniau proffesiynol a sut a phryd i uwchgyfeirio pryderon.</p> <p>2.2 Dylai'r dysgwr allu nodi'r broses y mae'n ei dilyn pan nad yw'n gallu dilyn gweithdrefnau sefydledig</p> <p>2.3 Dylai'r dysgwr allu diffinio'r term "dyletswydd gofal" a sut mae'n berthnasol i'w rôl.</p> <p>2.3 Dylai'r dysgwr allu rhoi enghreifftiau o gymhwyso dyletswydd gofal (gweithred a / neu anwaith) mewn perthynas â'i rôl</p>
LO3	<p>3.1 Bydd y dysgwyr yn gallu dangos dealltwriaeth o'r gyfraith, moeseg a chyfrifoldeb. Dylent allu esbonio egwyddorion GDPR mewn perthynas â'r rheswm dros brosesu yn unol ag erthygl 9 2(h) yr UE. Dylai hyn hefyd gynnwys ceisiadau gwrthrych am wybodaeth a chydsyniad gweithwyr.</p> <p>Dylai dysgwyr ymdrin â phob agwedd ar Ddeddf Diogelu Data 2018.</p> <p>Dylai dysgwyr hefyd ddangos dealltwriaeth glir o ddyletswydd cyfrinachedd cyfraith gwlad.</p> <p>Dylai dysgwyr allu esbonio'r gwahaniaeth rhwng 'cydsyniad' mewn perthynas â'r Ddeddf Mynediad at Adroddiadau Meddygol a 'chydsyniad' mewn perthynas â'r Ddeddf Diogelu Data.</p> <p>Dylai dysgwyr allu diffinio pwrpas Hysbysiad Preifatrwydd a'u cyfrifoldebau o ran esbonio'r cynnwys i gleientiaid.</p> <p>Dylai dysgwyr allu diffinio 'toriad data' a 'digwyddiad data' ac esbonio'r camau gweithredu y mae'n rhaid iddynt eu cymryd os canfyddir toriad data o fewn eu sefydliad.</p>

LO4	4.1 Dylai dysgwyr allu esbonio'r gwahaniaeth rhwng cofnodion iechyd statudol a chofnodion clinigol mewn perthynas â chyfrifoldebau am gylch bywyd cofnodion a'r cylch bywyd hwnnw
LO5	5.3 Dylai'r rhain fod yn enghreifftiau generig, damcaniaethol, i gadw cyfrinachedd cleientiaid. (Enghraifft "Y", Enghraifft "Z", ac ati.)
LO6	6.2 Dylai dysgwyr allu diffinio 'cydsyniad gwybodus' a sut mae hynny'n berthnasol i asesiadau 'ffitrwydd i weithio' ac adroddiadau iechyd galwedigaethol