

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Business and Resource Management in Adult Care

Unit Reference Number: H/652/0809

Level: Five (5)

Credit Value: Five (5)

Minimum Guided Learning Hours: 24

| Learning Outcome (The Learner will): | Assessment Criterion (The Learner can): |
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| 1. Understand principles for effective resource management | 1.1 Analyse the impact of national and local strategies and priorities on resource planning and management in relation to: <ul style="list-style-type: none"> a) financial resources b) physical resources c) human resources |
| | 1.2 Evaluate the importance of accurate forecasting for resource requirements |
| | 1.3 Examine the value of using assets and resources outside traditional services and in the community |
| | 1.4 Evaluate the place of technology as a resource in service delivery and service management |
| | 1.5 Examine the meaning of sustainability in terms of resource management in adult care |
| | 1.6 Explain roles, responsibilities and accountabilities for resource management within the organisation |
| | 1.7 Examine the importance of business continuity planning and the processes available |
| 2. Understand principles of effective human resource management, | 2.1 Interpret legislation, policy and practices underpinning safe and fair recruitment |

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| | 2.2 | Evaluate approaches known to improve recruitment and retention of adult care staff |
| | 2.3 | Analyse recruitment , selection and induction processes in the organisation and own role in them |
| | 2.4 | Explain the importance of ensuring employment practices are free from discrimination and harassment |
| | 2.5 | Analyse how to identify the numbers and patterns of staffing required to provide a person-centred, outcomes-based service |
| | 2.6 | Examine factors that could influence staffing requirements and patterns |
| | 2.7 | Evaluate how to manage staffing patterns and adjust them to meet changing circumstances |
| | 2.8 | Analyse succession and contingency planning in relation to workforce |
| | 2.9 | Evaluate the organisation's performance management procedures and own role in these |
| | 2.10 | Evaluate the organisation's conduct, discipline and grievance procedures and own role in these |
| 3. Understand market provision in adult social care | 3.1 | Examine how services are commissioned, procured and funded |
| | 3.2 | Evaluate current local and national drivers shaping adult care, funding mechanisms and related services gaps in current market provision |
| | 3.3 | Assess how own service aligns with the wider social care landscape and needs of the local population , now and in the future |
| | 3.4 | Examine how own service has evolved and will need to keep changing to meet demand for social care services, now and in the future |
| 4. Understand integrated approaches in health and social care | 4.1 | Examine what is meant by an integrated health and social care system |
| | 4.2 | Evaluate the rationale and legislative context for integrated approaches to service provision |

4.3 Evaluate **local and national initiatives** to better integrate health and social care systems and services

4.4 Examine the impact of more integrated systems and processes on **working practices and relationships**

Assessment Requirements

This unit must be assessed in accordance with Skills for Care & Development assessment principles guidance.

This is a knowledge-based unit.

Knowledge evidence may be generated outside of the work environment, but the final assessment and decision must show application of knowledge within the real work environment.

Guidance notes

LO2

AC2.1

Legislation, regulations and guidance: This may include, but is not limited to:

- Equality Act 2010
- Working Time Regulations 1998
- CQC regulations
- Disclosure and Barring Service (DBS) checks
- Confirming identify and seeking references.
- Employment Rights Bill.

AC2.2

Approaches: These may include, but are not limited to:

- recruiting people with the right values and behaviours
- understanding the local area to inform business planning
- innovative strategies to attract candidates in the local community e.g. referral programmes
- offering a supportive induction, quality training, career progression routes, good working conditions, rewards, recognition, flexibility and competitive pay rates.

AC2.3

Recruitment: this may include but not limited to:

- international recruitment – requiring compliance with Home Office rules
- organisational policies and procedures
- legal requirements e.g. Equality Act 2010, Employment Rights Bill and safeguarding/DBS checks
- ethical recruitment standards.

AC2.6

Factors: Factors could include, but are not limited to:

- changing care and support needs of individuals
- increases/decreases in demand for support services

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| | <ul style="list-style-type: none"> • holiday/festive periods • sickness • weather conditions. <p>AC2.9 Performance management procedures: the policies and procedures used within the service to plan, monitor, develop and improve employees' performance.</p> |
| LO3 | <p>AC3.2 Drivers: may include but are not limited to national policies, local initiatives, prevention, integration and personalised care that can influence planned outcomes, priorities and day to day activities within the service.</p> <p>AC3.3 Wider social care landscape and local population: essential in addressing the current and future needs of the local population. This involves recognising local and national priorities and may include but is not limited to:</p> <ul style="list-style-type: none"> • prevention • community based support • reducing health inequalities • promotion of personalised care and support • responding to demographic trends • collaboration. |
| LO4 | <p>AC4.1 Integrated health and social care system: better outcomes for people through a seamless experience. Systems work together in a coordinated way and build support around the individual.</p> <p>AC4.2 Rationale: Including:</p> <ul style="list-style-type: none"> • providing person-centred, compassionate care and support in a way that makes sense to the individual accessing services to reflect their lives, needs and wishes • the changing patterns of population needs e.g. ageing population, complex care and health needs, financial pressures, widening health inequalities, stalling improvements in life expectancy • prevention and early intervention • move to more community-based practices that breakdown traditional barriers • digital and technology approaches to enhance and improve practices and person-centred care. <p>AC4.3 Local and national initiatives: These may include, but are not limited to:</p> <ul style="list-style-type: none"> • Integrated Care Systems (ICS) • Hospital to communities • Prevention focused strategies • Analogue to digital • Primary Care Networks • Enhanced Health in Care Homes Framework • Ageing Well programme. <p>AC4.4 Working practices and relationships: May include, but are not limited to:</p> |

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| | <ul style="list-style-type: none">• discharge arrangements• integrated assessment and care planning• multi-disciplinary working arrangements• data governance• neighbourhood health agenda• digital data sharing. |
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