Unit GEN63
Act within the limits of your competence and authority (Level 3)

Unit evidence requirements
Award title: Health Level 3
Unit number: GEN63
Unit title: Act within the limits of your competence and authority

Evidence requirements for this unit:
You must provide your assessor with evidence for all the performance criteria and all the knowledge and those parts of the scope that are applicable to your work.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Special considerations:
Simulation is not permitted for this unit.

The nature of this unit means that all of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in Health.

Required sources of performance and knowledge evidence:
Observation and/or Expert Witness Testimony is the required assessment method to be used to evidence some part of this unit.

If your assessor is unable to observe you s/he will identify an expert witness in your workplace who will provide testimony of your work-based performance. Your assessor or expert witness will observe you in real work activities and this is likely to provide most of the evidence for the performance criteria for the elements in this unit. Your assessor will also decide what knowledge and understanding you have demonstrated through your work practice.

Other sources of performance and knowledge evidence
Your assessor will identify other sources of performance and knowledge evidence where observation or expert witness testimony has been used but your assessor needs to ensure that any outstanding performance criteria and knowledge requirements are met and that your performance is consistent.
Unit GEN63
Act within the limits of your competence and authority (Level 3)

Your assessor will identify other sources of performance and knowledge evidence either where observation or expert witness testimony was not required or where observation or expert witness testimony has been used but your assessor needs to ensure that any outstanding performance criteria and knowledge requirements are met and that your performance is consistent.

- **Work products:** These are non-confidential records made, or contributed to, by you.

- **Confidential records:** These may be used as evidence but must not be placed in your portfolio. They must remain in their usual location and be referred to in assessor records in your portfolio eg CPD records, self assessment records.

- **Questioning/Professional Discussion:** Questions may be oral or written. In each case the question and your answer will need to be recorded. Professional discussion should be in the form of a structured review of your practice with the outcomes captured by means of audiotape or a written summary. These are particularly useful to provide evidence that you know and understand principles which support practice, policies, procedures and legislation, and that you can critically evaluate their application, eg importance of working within the constraints of your competence and authority.

- **Original Certificates:** Certificates of training, awards and records of attendance must be authentic, current and valid. Your assessor will also want to check the content of such training so that this can be matched to the standards and check that you have retained and can apply learning to practice, eg personal development training, risk management training.

- **Case Studies, projects, assignments and reflective accounts of your work:** These methods are most appropriately used to cover any outstanding areas in the knowledge requirement of your award. Occasionally, because an event happens rarely or may be difficult to observe, you may be able to use a reflective account to provide some of the performance evidence for this unit, eg difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances.

- **Witness Testimony:** Colleagues, allied professionals, service users/patients and carers may be able to provide testimony of your performance. Your assessor will help you to identify the appropriate use of witnesses.
Unit GEN63
Act within the limits of your competence and authority (Level 3)

About this workforce competence
This workforce competence covers recognising the boundaries of your role and responsibilities and working within your level of competence in accordance with legislation, protocols and guidelines. It is applicable for all staff.

Users of this competence will need to ensure that practice reflects up to date information and policies.

This competence replaced EC_30 during rationalisation of the database.

Links
This workforce competence has indicative links with the following dimension and level within the NHS Knowledge and Skills Framework (October 2004):

Core 5: Quality
Level 2: Maintain quality in own work and encourage others to do so

Keywords
Competence, legislation, protocol, guidelines, roles, responsibilities, boundaries.

Origin
This workforce competence was developed by Skills for Health and approved in July 2007.

Scope
This section provides guidance on possible areas to be covered in this competence.

Legislation, protocols and guidelines
May include:
   a recording, storing and accessing information
   b communication with individuals, their families and significant others
   c prevention and protection of individuals from harm and abuse
   d health and safety with regards to yourself, colleagues, the individual, their family/significant others, and the work environment
   e liaison with colleagues, departments and organisations.

Organisational systems and requirements
May include:
   a sickness procedures
   b personal development and appraisal
   c formal processes and paperwork required for patient admission
   d referral and discharge.

Role
Your role could be:
   a within your usual work place
   b as required under special/abnormal circumstances.
Unit GEN63
Act within the limits of your competence and authority (Level 3)

Performance Criteria
You need to:

1. adhere to legislation, protocols and guidelines relevant to your role and field of practice
2. work within organisational systems and requirements as appropriate to your role
3. recognise the boundary of your role and responsibility and seek supervision when situations are beyond your competence and authority
4. maintain competence within your role and field of practice
5. use relevant research based protocols and guidelines as evidence to inform your practice
6. promote and demonstrate good practice as an individual and as a team member at all times
7. identify and manage potential and actual risks to the quality and safety of practice
8. evaluate and reflect on the quality of your work and make continuing improvements.
Unit GEN63
Act within the limits of your competence and authority (Level 3)

Knowledge and understanding
You need to apply:

Healthcare knowledge and understanding
K1  A working knowledge of the boundaries of your role and responsibilities and those of your colleagues
K2  A factual knowledge of the reasons for working within the limits of your competence and authority
K3  A working knowledge of the importance of personally promoting and demonstrating good practice
K4  A working knowledge of the legislation, protocols and guidelines affecting your work
K5  A working knowledge of the organisational systems and requirements relevant to your role
K6  A working knowledge of the sources of information that can be accessed to maintain an awareness of research and developments in your area of work
K7  A factual knowledge of the difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances
K8  A working knowledge of the risks to quality and safety arising from:
   • working outside the boundaries of competence and authority
   • not keeping up to date with best practice
   • poor communication
   • insufficient support
   • lack of resources
   • poor individual or team compliance with legislation, protocols, and guidelines and/or organisational systems and requirements
K9  A working knowledge of reporting and minimising risks
K10 A working knowledge of the principle of meeting the organisations needs, and how this should enable you to recognise your own limitations and when you should seek support from others.

Procedures and Processes within the Organisation
K11 A working knowledge of the processes by which improvements to protocols/guidelines and organisational systems/requirements should be reported
K12 A working knowledge of the procedure for accessing training, learning and development needs for yourself and/or others within your organisation
K13 A working knowledge of 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 you work as an individual or part of a team.
Unit GEN63
Act within the limits of your competence and authority (Level 3)

Unit evidence requirements
Award title: Health Level 3
Unit number: GEN63
Unit title: Act within the limits of your competence and authority

Evidence requirements for this unit:
You must provide your assessor with evidence for all the performance criteria and all the knowledge and those parts of the scope that are applicable to your work.

The evidence must be provided in the following ways taking into account any of the special considerations below.

Special considerations:
Simulation is not permitted for this unit.

The nature of this unit means that all of your evidence must come from real work activities.

The evidence must reflect, at all times, the policies and procedures of the workplace, as linked to current legislation and the values and principles for good practice in Health.

Required sources of performance and knowledge evidence:
Observation and/or Expert Witness Testimony is the required assessment method to be used to evidence some part of this unit.

If your assessor is unable to observe you s/he will identify an expert witness in your workplace who will provide testimony of your work-based performance. Your assessor or expert witness will observe you in real work activities and this is likely to provide most of the evidence for the performance criteria for the elements in this unit. Your assessor will also decide what knowledge and understanding you have demonstrated through your work practice.

Other sources of performance and knowledge evidence
Your assessor will identify other sources of performance and knowledge evidence where observation or expert witness testimony has been used but your assessor needs to ensure that any outstanding performance criteria and knowledge requirements are met and that your performance is consistent.
Unit GEN63
Act within the limits of your competence and authority (Level 3)

Your assessor will identify other sources of performance and knowledge evidence either where observation or expert witness testimony was not required or where observation or expert witness testimony has been used but your assessor needs to ensure that any outstanding performance criteria and knowledge requirements are met and that your performance is consistent.

- **Work products:** These are non-confidential records made, or contributed to, by you.

- **Confidential records:** These may be used as evidence but must not be placed in your portfolio. They must remain in their usual location and be referred to in assessor records in your portfolio eg CPD records, self assessment records.

- **Questioning/Professional Discussion:** Questions may be oral or written. In each case the question and your answer will need to be recorded. Professional discussion should be in the form of a structured review of your practice with the outcomes captured by means of audiotape or a written summary. These are particularly useful to provide evidence that you know and understand principles which support practice, policies, procedures and legislation, and that you can critically evaluate their application, eg importance of working within the constraints of your competence and authority.

- **Original Certificates:** Certificates of training, awards and records of attendance must be authentic, current and valid. Your assessor will also want to check the content of such training so that this can be matched to the standards and check that you have retained and can apply learning to practice, eg personal development training, risk management training.

- **Case Studies, projects, assignments and reflective accounts of your work:** These methods are most appropriately used to cover any outstanding areas in the knowledge requirement of your award. Occasionally, because an event happens rarely or may be difficult to observe, you may be able to use a reflective account to provide some of the performance evidence for this unit, eg difference between direct and indirect supervision and autonomous practice, and which combination is most applicable in different circumstances.

- **Witness Testimony:** Colleagues, allied professionals, service users/patients and carers may be able to provide testimony of your performance. Your assessor will help you to identify the appropriate use of witnesses.