Unit GEN78
Conduct routine maintenance on clinical equipment (Level 3)

About this workforce competence
This workforce competence relates to the performance of routine preventative and/or first line corrective maintenance activities by the user for equipment within the individual’s own working context. It ensures that clinical equipment in use remains safe and fit for its intended purpose. Individuals can use the standard for each type of equipment within the scope of their normal work activity.

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

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

Keywords
Maintenance, equipment.

Origin
This workforce competence has been developed by Skills for Health in November 2007. It is a revised version of HCS_A4 from the Healthcare Science National Occupational Standards (HCS) and a contextualisation of OSC Eng 7.01 ‘carry out planned maintenance procedures’.

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

Appropriate others
May be:
  a colleagues
  b patients
  c carers
  d health professionals.

Equipment
May be:
  a portable
  b fixed.

Maintenance
May be initiated:
  a daily
  b weekly
  c monthly
  d according to maintenance schedule
  e indicated by error/fault messages.
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Performance Criteria
You need to:

1. prioritise action based on maintaining services
2. notify all issues affecting the required preventive and/or first line corrective maintenance and their impact on delivery of services to appropriate others
3. access relevant data from technical or supporting manuals to assist with routine maintenance
4. assess decontamination status and requirements of the equipment to be maintained
5. carry out suitable disinfection/cleaning procedures prior to maintenance, as appropriate
6. confirm equipment is correctly set up for preventive and/or first line corrective maintenance/fault diagnosis activities
7. conduct planned preventive and/or first line corrective maintenance to specified schedule/protocol
8. report any instances where the maintenance activities cannot be fully met or where there are identified defects outside the planned schedule
9. check equipment is functioning against expected operational parameters to confirm operational status
10. dispose of waste materials in accordance with safe working practices and approved procedures
11. complete all relevant records accurately and store in correct location
12. seek advice or support when required preventive and/or first line corrective maintenance activity falls outside own level of expertise.
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Knowledge and understanding
You need to apply:

Legal, professional, and organisational requirements
K1 a working knowledge of relevant statutory, regulatory and legislative requirements and guidance
K2 a working knowledge of the relevant standard operating procedures, protocols, policies and their importance
K3 a working knowledge of the manufacturer's specification.

Communication and relationships
K4 a working knowledge of how to communicate effectively with appropriate others.

Maintenance
K5 a working knowledge of the requirements for routine preventative and/or first line corrective maintenance for specified equipment, including frequency
K6 a working knowledge of own role, responsibility and level of authority for routine preventative and/or first line corrective maintenance of specified equipment
K7 a working knowledge of the peripherals required for the optimum functioning of the equipment
K8 a working knowledge of the infection control requirements and decontamination procedures as they apply to equipment and environments
K9 a working knowledge of the expected performance parameters, principles of operation, capabilities and limitations of specified equipment
K10 a working knowledge of the technology used in the equipment being maintained
K11 a working knowledge of the safety implications and correct procedures for handling the technology used
K12 a working knowledge of the factors affecting decisions on maintenance activity including urgency, time, impact on services, other available equipment, risks
K13 a working knowledge of the risks associated with unsafe or non-maintained equipment
K14 a working knowledge of the waste disposal procedures
K15 a working knowledge of the type and range of records required for maintenance of equipment
K16 a working knowledge of fault and error message diagnosis and appropriate actions.
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Unit evidence requirements
Award title: Health Level 3
Unit number: GEN78
Unit title: Conduct routine maintenance on clinical equipment

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
The following performance criteria may be difficult to evidence by observation and/or expert witness testimony because they refer to contingencies or infrequently occurring activities.

GEN77 performance criteria 2, 8, 12
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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.

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

- **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.

- **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 the importance of checking equipment as per the maintenance schedule or standard operating procedures.

- **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 manufacturer training certificates.

- **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 the action to take if corrective maintenance activity falls outside of your own expertise.

- **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.