

**Orchid National Nursing Supply Limited**  
Certificating Health Care Assistants Skill Level

**UNDERSTANDING THE ORGANISATION  
AND THE ROLE OF THE WORKER**

**Induction Standard II**

The main areas of this Induction Standard are:

- Access to Policies and Procedures
- Using Policies and Procedures; and
- The role of the worker

Orchid's standard level II describes the understanding a worker should have of their role and responsibilities and how these relate to the organisation's aims and values. Policies and Procedures are important to the role of all workers. Orchid's Manager and Nurse will expect their staff to understand these as a basic minimum before confirming Unit II as your skill level.

It is important that the worker understands how to get advice, information and support about Orchid's service, your role, and the role of other people.

**Evidence**

Your evidence should consist of 'Orchid' training material (or evidence of other equivalent assessed training material) supported by your own written interpretation. Verbal answer, observation, or a combination of both methods may also be accepted by Orchid's Clinical Lead Nurse.

**Relationship with Orchid's other induction standards**

Orchid's Standard Level II links with all other standards within our programme. It offers an understanding of the policy framework, the workers role and responsibilities that form the basis of good practice.

**Completed**

Means a signature, dated by Orchid's Nurse or Manager

**Understand the organisation and the role of the worker**

<b>Orchid Unit Number II</b>	<b>Question</b>	<b>Evidence and Answer</b>	<b>Completed y/n</b>
<b>Unit II</b> <b>2.1 Access to Policies and Procedures</b>  <b>2.1.1</b> <b>Understand why it is important to follow policies and procedures</b>	<b>What is a Policy?</b>  <b>What is a Procedure?</b>  <b>Why is it so important to follow the organisation's policies and procedures?</b>		
<b>2.1.2</b> <b>Access</b>	<b>How can you access up-to-date copies of your organisation's policies or procedures?</b>		
<b>2.2</b> <b>Application (refer to Orchid Training V)</b>	<b>Which Policies and Procedures are important for you to know to carry out your role properly and safely?</b>  <b>Can you outline the general content of 5 of these policies?</b>		
<b>2.3</b> <b>Role of the Worker</b>  <b>2.3.1</b> <b>Explain your role in relation to the aims and values of 'Orchid' and the workplaces you are sent</b>	<b>Explain what your job role is?</b>  <b>Explain what the aims of the care service are?</b>  <b>How does your work role help the work setting, the service user and Orchid achieve these aims?</b>		
<b>2.3.2</b> <b>Understand the role and responsibilities of others and the service setting they are supporting</b>	<b>Who are the people you will be directly working with?</b>  <b>What are the roles and responsibilities of people you will be directly working with?</b>  <b>Does the service setting have any responsibilities?</b> <b>Can you say what they are?</b>		

<b>2.3.3</b> <b>Understand how to get advice, information and support</b>	<b>List the sources of advice, information and support available to you on:</b>  <b>Our Organisation;</b>  <b>Your role; and</b>  <b>The role of others.</b>		
<b>2.3.4</b> <b>Understand the purpose of supervision in the work setting</b>	<b>What is supervision?</b>  <b>What is its purpose and why is it important?</b>		
<b>2.3.5</b> <b>Communication</b>	<b>Choice and Consent are two areas where you must communicate.</b>  <b>What two policy or policies relate to Choice and Consent?</b>		

**Each one of Orchid's units involves a main area that you as a worker will need to understand before achieving certification. Our Clinical Lead Nurse is on hand two days a week to assist with any further explanation you may need to complete your units.**

- Unit 1 Understand the principles of care
- Unit 2 Understand the organisation and the role of the worker.
- Unit 3 Understand the experiences and the particular needs of the service user groups.
- Unit 4 Maintain safety at work
- Unit 5 Understand the effects of the service setting on providing services.