Qualification Specification

Highfield Level 2 Award in the Prevention and Control of Infection for Housekeeping (RQF)

Qualification Number: 603/5668/6

Version 2.0   July 2021

Contents

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Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

Qualification regulation and support

The **Highfield Level 2 Award in the Prevention and Control of Infection for Housekeeping (RQF)** has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual. The qualification is also regulated by Qualifications Wales.

Key facts

Qualification number:	603/5668/6
Learning aim reference:	60356686
Credit value:	1
Assessment method:	Multiple-choice examination
Guided learning hours (GLH):	6
Total qualification time (TQT):	6

Qualification overview and objective

The objective of this qualification is to support a role in the workplace and is aimed at team members working in the hospitality industry needing to develop their underpinning knowledge of how to prevent and control the spread of infection in their workplace.

Entry requirements

To register for this qualification, learners must be at least 16 years of age.

Guidance on delivery

The total qualification time (TQT) for this qualification is 6 hours and of this 6 hours are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is graded as Pass or Fail.

This qualification is assessed by a multiple-choice question (MCQ) examination, which is externally set and externally assessed. This method of assessment is an end-of-course examination and must follow the Highfield Examination and Invigilation Procedures. During the assessment, learners are required to choose 1 of the prescribed options to answer a set examination question. The examination for this qualification contains 2**0 questions** that must be completed within **45 minutes**. Successful learners will have to demonstrate knowledge and understanding across the qualification syllabus and achieve a minimum **pass mark of 70% - 14/20**. Completed examination papers should be returned to Highfield for marking. Results will then be provided to the centre afterwards.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance and invigilation) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield Qualifications requires centres to have in place a robust mechanism for the quality assurance of training delivery and invigilated assessment arrangements.

Recognition of prior learning (RPL)

Centres may apply to use recognition of prior learning or prior achievement to reduce the amount of time spent in preparing the learner for assessment.

For further information on how centres can apply to use RPL as described above, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Tutor requirements

Highfield Qualifications recommends nominated tutors for this qualification meet the following:

- hold a relevant subject area qualification [or experience], which could include any of the following:
    - level 2 qualification in infection prevention and control; or
    - any other qualification or experience deemed appropriate by Highfield
- hold a recognised teaching qualification or experience, which could include any of the following as a minimum:
    - Highfield Level 3 International Award in Delivering Training
    - level 3 or 4 Award in Education and Training
    - proof of at least 30 hours of delivering training in any subject
    - any other qualification or experience deemed appropriate by Highfield
- maintain appropriate continued professional development for the subject area

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g., employee ID card, student ID card, travel card, etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:
- Highfield Level 2 Award in Health and Safety within Health and Social Care Settings (RQF)
- Highfield Level 2 Award in Risk Assessment (RQF)
- Highfield Level 3 Award in Health and Safety in the Workplace (RQF)
- Highfield Level 3 Award in Effective Auditing and Inspection (RQF)

Useful websites

- www.highfieldproducts.com
- www.who.int/
- www.gov.uk/government/organisations/public-health-england
- www.nice.org.uk

Recommended training materials

- Infection Prevention and Control Handbook (Level 2 Foundation) Bissett, L and Griffith, C. Highfield Products
- Infection Prevention and Control Training Presentation (Level 2 Foundation)
- Care certificate – Infection Prevention and Control eLearning
- Infection Prevention and Control PowerPoint. Highfield Products

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in the Prevention and Control of Infection in Housekeeping (RQF),** learners must complete the following mandatory unit.

Unit reference	Unit title	Level	GLH	Credit
T/618/0347	Prevention and control of infection for housekeeping	2	6	1

Appendix 2: Qualification content

Unit 1: **Prevention and control of infection for housekeeping**
Unit number: T/618/0347
Credit: 1
GLH: 6
Level: 2

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
1. **Understand common infections**	1.1 Identify the causes of infection
	1.2 Outline common infections found in the workplace
	1.3 Outline the standard procedures for infection prevention and control
	1.4 Outline the controls to prevent the spread of coronavirus and other respiratory infections
2. **Understand the importance of correct hand washing procedures for infection prevention and control**	2.1 Explain the importance of hand washing for the prevention and control of infection
	2.2 Identify the appropriate resources and facilities required for correct hand washing
	2.3 Identify when individuals are advised to wash their hands
	2.4 Outline the correct procedure for hand washing
	2.5 State when hand sanitisers should be used and their limitations
3. **Understand the principles of personal protective equipment (PPE) used in infection prevention and control**	3.1 Outline what personal protective equipment should be used for different risks
	3.2 Identify the responsibilities of employees and employers relating to the provision and use of PPE
4. **Understand the decontamination process**	4.1 Define contamination and decontamination
	4.2 Outline the correct cleaning methods and different types of chemicals used in the decontamination process
	4.3 Outline the correct decontamination methods used in the disinfection process
	4.4 Describe how to handle and clean furnishings, linen and other surfaces in order to prevent the spread of infection

Learning Outcomes	Assessment Criteria
The learner will	*The learner can*
5. Understand waste management procedures and the associated risks	5.1 Explain why waste management is important 5.2 Describe the risks associated with each type of waste and how to manage the risks 5.3 Identify how to dispose of contaminated waste
6. Understand the roles and responsibilities in preventing infection	6.1 Identify roles and responsibilities of • guests • visitors • staff in preventing infections 6.2 Identify the purpose of risk assessment in reducing the spread of infection

Indicative content

LO1 Understand common infections
1.1 Identify the causes of infection
• Bacteria
• Viruses
• Fungi
• Parasites
 	
1.2 Outline common infections found in the workplace
• Common cold and flu
• Gastroenteritis
• Food Poisoning
• E-coli
• Norovirus
• Influenza
 	
1.3 Outline the standard procedures for infection prevention and control
• The teaching of standard precautions should include (WHO):
   o hand hygiene
   o use of PPE
   o respiratory hygiene and cough etiquette
   o environmental cleaning (Inc. equipment and furniture cleaning)
   o management of waste
 	
1.4 Outline the controls to prevent the spread of coronavirus and other respiratory infections
• Regular handwashing with hot water and soap
• Use of hand sanitisers
• Wearing PPE including gloves, aprons and facemask
• Social distancing

LO2   Understand the importance of correct hand washing procedures for infection prevention and control

2.1   Explain the importance of hand washing for the prevention and control of infection
- Reduce bacteria to a safer level
- Prevents the spread of infection
- Reduce the chances of illness

2.2   Identify the appropriate resources and facilities required for correct hand washing
- Running water
- Cleanser
- Disposable towels
- Waste bin

2.3   Identify when individuals are advised to wash their hands
- After using the toilet
- After blowing their nose, coughing or sneezing
- Before and after treating a cut or wound
- Before, during and after preparing food
- Before eating food
- After touching waste or bags containing waste
- After changing a bed or other soft furnishings
- After completing environmental cleaning

2.4   Outline the correct procedure for hand washing
- Wet hands and apply soap to create lather
- Rub palms together
- Rub the back of hands
- Interlink fingers
- Cup fingers
- Clean thumbs
- Rub palms with fingers
- Rinse well under clean, warm running water
- Dry with clean disposable paper towel

2.5   State when hand sanitisers should be used and their limitations
- Hand sanitisers could include:
  - alcohol and non-alcohol are available
  - may be gels, liquid, rubs or foam
- When they should be used:
  - when there are no facilities for hand washing
  - for added protection after hand washing
- Limitations
  - they are not cleansers and have no effect on organic material
  - they are ineffective against spores, e.g. *c. diff* and less effective against some viruses
  - if hands are contaminated, they must be washed prior to using hand sanitisers
  - all surfaces of the hands must be covered and hands rubbed vigorously until sanitiser has evaporated dry
  - depending on formulation can leave hands sticky

LO3   Understand the principles of personal protective equipment (PPE) used in infection prevention and control

3.1   Outline what personal protective equipment should be used for different risks
- Apron and gloves
- Prevent contamination with chemicals
- Safety shoes

3.2   Identify the responsibilities of employees and employers relating to the provision and use of PPE
- Employers
    - mandatory training,
    - to provide PPE free of charge
    - risk assessment to identify what is required
- employees
    - reporting hazards
    - use as instructed
    - not to misuse

LO4   Understand the decontamination process

4.1   Define contamination and decontamination
- Contamination:
    - the action or state of making or being made impure by polluting or poisoning
- Decontamination:
    - the process of cleansing an object or substance to remove contaminants such as microorganisms or hazardous materials, including chemicals, radioactive substances, and infectious diseases.

4.4   Describe how to handle and clean furnishings, linen and other surfaces in order to prevent the spread of infection
- Carpets
- Soft furnishings
- Hard surfaces
- Tables and dining
- General surfaces/common surfaces
- Linen
    - remove soiled linen
    - decontamination
    - handling and storage of clean linen

LO5   Understand waste management procedures and the associated risks

5.1   Explain why waste management is important
- Prevention of cross contamination
- Effective recycling
- Safety of people

5.2   Describe the risks associated with each type of waste and how to manage the risks
- Risks associated with different types of waste: Examples:
    - hidden hazards – sharps in bedding
    - spillages

        o   cross infection
- How to manage different types of waste:
  - o   types / classification of waste safe storage
  - o   colour coding
  - o   transportation of waste

5.3   Identify how to dispose of contaminated waste
- Use waste bins provided
- Double-bag
- Wear correct PPE
- Label
- inform waste removal contractors

LO6   Understand the roles and responsibilities in preventing infection

6.1   Identify roles and responsibilities of:
- Guests
  - o   follow instructions
- Visitors
  - o   follow instructions
- Staff
  - o   reporting hazards
  - o   applying correct practice
  - o   awareness of own health and hygiene, and how it may pose a risk to others

6.2   Identify the purpose of risk assessment in reducing the spread of infection
- The assessment of hazards in workplace
- Evaluate risks
- Decide on precautions
- Record significant findings and review

Appendix 3: Sample assessment material

Examples of the types of questions used in multiple-choice tests are given below.

1. Which of the following hand sanitisers is recommended to prevent the spread of coronavirus?
    One containing:

    a) 60% alcohol
    b) 10% alcohol
    c) 60% detergent
    d) 10% detergent

2. An example of a specific infection control precaution is ensuring:

    a) blood spillages are considered potentially infectious
    b) all staff attend first-aid training
    c) to motivate housekeeping staff to deal with spillages
    d) the implementation of the health and safety policy