

## SCDHSC0344

### Support individuals to retain, regain and develop skills to manage their daily living



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#### Overview

This standard identifies the requirements when you support individuals with the skills they need to manage their daily living. This includes working with individuals to identify the skills they need to manage their lives and then supporting them to retain existing skills, regain former skills and develop new skills. The standard includes the on-going review and development of skills for daily living.

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#### Performance criteria

#### Support individuals to identify the skills they need to manage their day to day living

*You must be able to:*

- P1 support the **individual** to communicate their views, preferences and needs about **skills for managing their day to day life**
- P2 work with the individual, **key people** and **others** to identify any **risks** that need to be managed in their day to day life
- P3 work with the individual, key people and others to identify the skills the individual needs in order to manage their day to day life
- P4 work with the individual, key people and others to establish their priorities for skills in the short and medium term
- P5 support the individual and key people to identify the individual's current skills and abilities
- P6 explore with the individual and key people how these skills and abilities can be built upon to enhance their capacity to manage their day to day lives
- P7 support the individual to understand any special procedures and equipment that are required to assess their capacity to carry out the skills they need
- P8 work together to identify skills for which development would require additional and/or specialist support

#### Support individuals to retain, regain and develop the skills identified

*You must be able to:*

- P9 work in ways that promote **active participation** to enable the individual to take as much responsibility as possible for using to the full their current skills and abilities, regaining former skills and acquiring new skills
- P10 agree goals with the individual that will enable them to work at their own pace to acquire, regain or retain skills needed for their daily living
- P11 identify methods that will enable the individual to build on their strengths when developing, regaining or retaining their skills
- P12 support the individual and key people to select methods which are most likely to enable the individual to make progress
- P13 check the safety and efficiency of any equipment and materials needed for selected methods before, during and after use
- P14 support the individual to carry out activities in ways that promote the safety, involvement and confidence of the individual, adhering to any cultural and spiritual beliefs and preferences
- P15 give the individual constructive feedback and recognition for success

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- P16 modify approaches if the individual becomes distressed, is in pain or communicates their wish to stop or amend the activity
- P17 seek advice and support from others where any safety issues have arisen or the individual is in distress or pain
- P18 seek advice and support from others where the individual does not want to continue or where conflict has occurred between you, the individual and / or key people

#### **Support individuals to review and continually develop skills for managing their day to day living**

*You must be able to:*

- P19 work with the individual, key people and others to agree criteria and methods for evaluating the effectiveness of methods and activities used
- P20 work with the individual, key people and others to assess progress, recognise success and highlight where extra support is needed
- P21 work with the individual, key people and others to consider the individual's future skills needs
- P22 work together to identify new skills which will be helpful in meeting changing needs and circumstances
- P23 agree with the individual, key people and others how skills needs will continue to be identified in the future
- P24 ensure a co-ordinated approach to identifying and meeting the individual's short, medium and long term needs
- P25 complete records and reports on actions, processes and outcomes, within confidentiality agreements and according to legal and work setting requirements

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### Knowledge and understanding

*You need to know and understand:*

#### Rights

- K1 legal and work setting requirements on equality, diversity, discrimination and rights
- K2 your role in promoting individuals' rights, choices, wellbeing and active participation
- K3 your duty to report any acts or omissions that could infringe the rights of individuals
- K4 how to deal with and challenge discrimination
- K5 the rights that individuals have to make complaints and be supported to do so

*You need to know and understand:*

#### Your practice

- K6 legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard
- K7 your own background, experiences and beliefs that may have an impact on your practice
- K8 your own roles, responsibilities and accountabilities with their limits and boundaries
- K9 the roles, responsibilities and accountabilities of others with whom you work
- K10 how to access and work to procedures and agreed ways of working
- K11 the meaning of person-centred/child centred working and the importance of knowing and respecting each person as an individual
- K12 the prime importance of the interests and well-being of the individual
- K13 the individual's cultural and language context
- K14 how to build trust and rapport in a relationship
- K15 how your power and influence as a worker can impact on relationships
- K16 how to work in ways that promote active participation and maintain individuals' dignity, respect, personal beliefs and preferences
- K17 how to work in partnership with individuals, key people and others
- K18 how to manage ethical conflicts and dilemmas in your work
- K19 how to challenge poor practice
- K20 how and when to seek support in situations beyond your experience and expertise

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*You need to know and understand:*

### Theory

- K21 the nature and impact of **factors that may affect the health, wellbeing and development of individuals** you care for or support
- K22 theories underpinning our understanding of human development and factors that affect it

*You need to know and understand:*

### Personal and professional development

- K23 principles of reflective practice and why it is important

### Communication

*You need to know and understand:*

- K24 factors that can affect communication and language skills and their development in children, young people adults
- K25 methods to promote effective communication and enable individuals to communicate their needs, views and preferences

*You need to know and understand:*

### Health and Safety

- K26 your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
- K27 practices for the prevention and control of infection

*You need to know and understand:*

### Safe-guarding

- K28 the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
- K29 indicators of potential harm or abuse
- K30 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K31 what to do if you have reported concerns but no action is taken to address them

### Handling information

*You need to know and understand:*

- K32 legal requirements, policies and procedures for the security and confidentiality of information
- K33 legal and work setting requirements for recording information and producing reports
- K34 principles of confidentiality and when to pass on otherwise confidential information

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#### Specific to this NOS

*You need to know and understand:*

- K35 how to access information and support to inform your practice when supporting individuals to retain, regain and develop skills for everyday living
- K36 theories about retaining, regaining and developing skills for day to day living and how these can affect individuals' sense of identity, self esteem and self image
- K37 the role of relationships and support networks in promoting the wellbeing and independence of individuals
- K38 principles of re-ablement
- K39 how to support, encourage and motivate individuals to use and develop their skills to manage daily living
- K40 how to assess needs and access training, aids, equipment and the resources to achieve agreed outcomes
- K41 how to access information and training to use aids and equipment and to train individuals to use them
- K42 national and local guidance on falls prevention and factors that impact on falls

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#### Additional Information

#### Scope/range related to performance criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

Note: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

**Active participation** is a way of working that regards individuals as active partners in their own care or support rather than passive recipients. Active participation recognises each individual's right to participate in the activities and relationships of everyday life as independently as possible

The **individual** is the adult, child or young person you support or care for in your work

**Key people** are those who are important to the individual and who can make a difference to his or her well-being. Key people may include family friends, carers and others with whom the individual has a supportive relationship

**Others** are your colleagues and other professionals whose work contributes to the individual's well-being and who enable you to carry out your role

A **risk** takes account of the likelihood of a hazard occurring and may include the possibility of danger, damage or destruction to the environment and goods; the possibility of injury and harm to people

**Skills for managing their day to day life** may include those relating to preparing food; eating and drinking; dressing; bathing and washing; mobility; getting in and out of bed; getting around the home environment; cleaning; other domestic tasks

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#### Scope/range related to knowledge and understanding

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**All knowledge statements must be applied in the context of this standard.**

**Factors that may affect the health, wellbeing and development of individuals** may include adverse circumstances or trauma before or during birth; autistic spectrum conditions; dementia; family circumstances; frailty; harm or abuse; injury; learning disability; medical conditions (chronic or acute); mental health; physical disability; physical ill health; poverty; profound or complex needs; sensory needs; social deprivation; substance misuse

#### Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children and adults. These include the rights:

To be treated as an individual

To be treated equally and not be discriminated against

To be respected

To have privacy

To be treated in a dignified way

To be protected from danger and harm

To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them

To communicate using their preferred methods of communication and language

To access information about themselves

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<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Skills for Care & Development
<b>Original URN</b>	HSC344
<b>Relevant occupations</b>	Health, Public Services and Care; Health and Social Care; Associate Professionals and Technical Occupations; Health and Social Services Officers; Health Associate Professionals; Personal Service Occupations; Healthcare and Related Personal Services;
<b>Suite</b>	Health and Social Care
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