

## SFHCHS213

# Implement an audit trail for managing waste within healthcare



---

### Overview

This standard relates to auditing the safe collection, transport, disposal, security and storage of all the waste types generated within your area of work and under your responsibility. Individuals undertaking this function will liaise closely with relevant others, to confirm accuracy of information and compliance with relevant legislation.

This standard covers equipment, medical devices, radioactive, chemical, biological, environmental, clinical and non clinical materials and confidential waste.

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

## SFHCHS213

### Implement an audit trail for managing waste within healthcare

---

#### Performance criteria

*You must be able to:*

- P1 work within your level of competence, responsibility and accountability
- P2 inform relevant stakeholders and users of the purpose of the audit
- P3 prepare audit activities to meet the specified schedule, applying suitable methodology for type of audit to be conducted
- P4 check all documentation relevant to the audit is valid and meets current legislation, policies, protocols and guidelines
- P5 audit compliance with the appropriate methodologies and risk assessments
- P6 audit the records for waste monitoring, contamination, decontamination, disposal, quality assurance testing and adverse events and check they are complete, current and comply with legislative requirements
- P7 assess the level and depth of waste management user monitoring and determine whether it is appropriate for the situation
- P8 where applicable, confirm that personnel monitoring systems and environmental monitoring are fully operational
- P9 confirm that rules, procedures and systems of work are current, fully operational and fully compliant with legislative and organisational requirements
- P10 confirm that relevant control features and warning signs are in place
- P11 confirm that the systems of reporting are operational and effective
- P12 confirm that individuals' roles and responsibilities are documented and current, that all users are aware of their responsibilities for waste management, safety and control
- P13 summarise the data in the appropriate manner, highlighting significant information and any recommendations
- P14 identify critical groups who may be exposed as a result of non compliance with waste management and take appropriate action
- P15 produce a timely and comprehensive audit report specifying the degree of compliance, any recommendations for further action and /or follow up review and issue to relevant others
- P16 maintain full, accurate and legible records of information collected and store in correct location inline with current legislation, guidelines, local policies and protocols

# SFHCHS213

## Implement an audit trail for managing waste within healthcare

---

### Knowledge and understanding

*You need to know and understand:*

- K1 your own level of competence, authority and specialist knowledge base related to audit and waste disposal management within your work area
- K2 the range of stakeholders and end users involved, their information needs, roles, responsibilities and capabilities
- K3 the types of waste to which individuals and the environment may be exposed to and the acceptable limits for exposure to hazardous substances
- K4 the range of methods of waste management, their limitations and appropriateness for different waste types within your work practice
- K5 the risks associated with the range of hazardous and/or special waste types within your area of work and their associated risk assessments
- K6 the importance of auditing the control of exposure to hazardous waste types and/or special waste arrangements within your work area
- K7 the criteria for the safe collection, transport, disposal, security and storage of the waste types generated within your area work area and those under your responsibility
- K8 the aims and objectives of the audit trail and how to elicit appropriate information from relevant others, reports, records and other relevant documentation
- K9 how to conduct the audit trail to monitor the critical factors in waste management
- K10 the importance of auditing at regular intervals and whenever an adverse and/or unexpected event occurs within your area of responsibility
- K11 the importance of assessing compliance with waste management policy and procedures and the consequences and implications of non compliance
- K12 how waste streams available to the organisation apply to your area of work and how to audit their effectiveness
- K13 the importance of retaining documentation pertaining to the audit of waste management
- K14 the current national legislation, guidelines, local policies and protocols which affect your work practice
- K15 the policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others

## SFHCHS213

### Implement an audit trail for managing waste within healthcare

---

#### Additional Information

##### External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: Core 3 Health, safety and security

## SFHCHS213

### Implement an audit trail for managing waste within healthcare

<b>Developed by</b>	Skills for Health
<b>Version number</b>	1
<b>Date approved</b>	June 2010
<b>Indicative review date</b>	June 2012
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Skills for Health
<b>Original URN</b>	CHS 213
<b>Relevant occupations</b>	Health, Public Services and Care; Nursing and Subjects and Vocations Allied; Health Professionals; Healthcare and Related Personal Services
<b>Suite</b>	Clinical Health Skills
<b>Key words</b>	radioactive