

Mobility Units for technicians in health and social care

These units were drafted by a working group within the LDV network project EREIVET with 16 participants from 8 countries. They describe the following activities:

Health care:

- Basic care and hygienic
- Basic nursing
- Interaction and communication with client/ citizen/ family and relatives
- Teamwork
- Administrative and documental tasks
- Device and implement activities
- Planning and management

Social care:

- Practical elementary hygienic and housekeeping work
- Basic Pedagogical understanding
- Interaction and communication with client/citizen/family and relatives
- Teamwork
- Device and implement activities
- Planning and management
- Description

The following micro units can be used within cross-border learning mobilities of IVT to ensure the compliance with ECVET principles.


According to the duration of the work placement one or more micro units can be chosen. Grids for a possible assessment are attached.

For the EREIVET network:


Annette Kay (Leader of workpackage 4): [anka\(at\)sosusj.dk](mailto:anka(at)sosusj.dk)

Barbara Paulmann (coordinator): [Barbara.Paulmann\(at\)mk.niedersachsen.de](mailto:Barbara.Paulmann(at)mk.niedersachsen.de)



Name of the Unit:	Basic care and hygienic	
Reference to the qualification:	Health care	
		EQF-level: 4
Knowledge	Skills	Competence
<p>The learner is able to describe the knowledge about</p> <ul style="list-style-type: none"> • aging of the human being. • hygienic principles, including distinguishing between hand and surface disinfection and sterilization. • institutional standards. • back-friendly work techniques including the use of resource. <ul style="list-style-type: none"> ○ Transfer techniques • anatomical and physiological basics of the locomotor system. • documentation of the carried out routines. • blood pressure measurement. • evaluate the urgency of a situation, react accordingly. • national recommendations for nutrition. • advantages and disadvantages of incontinence pads. 	<p>The learner is able to</p> <ul style="list-style-type: none"> • measure the clients: <ul style="list-style-type: none"> Pulse Temperature Breathing. • make a bed, both with and without a client. • do a partial and complete body washing. • perform intimate care. • perform hair care. • shave and trim beard. • perform hand, foot and nail care. • perform oral, dental and denture care. • dressing and undressing. • changing the right incontinence pad for the user. • measures to prevent bedsores (monitoring the skin, positioning, and mobilization). • using work clothing and protective clothing • seat or help mobilize the client for rest, moves or activities. • prepare meals that care for the users health and enjoyment. 	<p>The learner understands</p> <ul style="list-style-type: none"> • to make relation to the client and to communicate respectfully. • to practice the correct hygienic procedures. • how to relate to and to communicate with her/his team. • how to follow procedures • how to be patient, have ability to listen and behave respectfully. • how to work in a qualified and effective way • how to adapt to different situations. • how to advise and guide the user about nutrition. • the importance of taking initiatives
Developed by: working group EREIVEIT network		




Name of the Unit:	Basic nursing		
Reference to the qualification:	Health care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p>The learner is able to describe the knowledge about</p> <ul style="list-style-type: none"> • medicine and how to handle it • the risks related to immobility. • helping aid. • the hospital-acquired and healthcare associated infections. • the protocols and procedures of care and safety at the placement. • rehabilitating, health promoting and preventing way. • how to respect each person. • special diets to people with different needs. • physical and mental health and describe symptoms. • first aid. 	<p>The learner is able to:</p> <ul style="list-style-type: none"> • help with medication taking. • mobilize the client. • take care of the client's skin. • ensure variable positions. • use helping aid. • prevent spreading of infections • act according to the protocols and procedures. • show and explain how job related techniques are carried out. • participate in the creating of learning supports or tools • device and implement actions to promote good health • work in a rehabilitating and health promoting and preventing way, in respect of each person. <p>guide people in health issues</p>	<p>The learner understands</p> <ul style="list-style-type: none"> • how to observe the client, and react appropriately and report the facts • how to observe the client before and after taking medicine. • how to motivate and help the client to mobilize, in respect for the client's capability and wishes. • how to cooperate with colleagues in special teams in healthcare. • how to recognize the symptoms of infections • how to report to the person with the responsibility of the client. • how to cooperate with nurses and doctors about treating the infection in respect of the client. • the protocols and procedures • how to work in a qualified and effective way • how to take initiatives • the importance of being patient, having ability to listen and behave respectfully. • how to identify client's signs of distress, of pain and abnormalities, the most common physical and mental diseases. 	




		<ul style="list-style-type: none">• how to warn the risks related to prolonged bed• how to evaluate the urgency of a situation, react accordingly.• how to guide people in health issues.•
Developed by: working group EREIVET network		




Name of the Unit:	Interaction and communication with client/ citizen/ family and relatives		
Reference to the qualification:	Health care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p>The learner has knowledge about :</p> <ul style="list-style-type: none"> • the different forms of communication • the factors which influence the communication • how to ensure a good communication in every situation • the professional secret and discretion • the aids and tools necessary to communicate and report • respect for the rules of business ethics • characteristics of the various clients 	<p>The learner is able to :</p> <ul style="list-style-type: none"> • create a situation of exchange, favouring dialogue in respect of the patient and the co-operation of their family and relatives • analyse the patient's needs • guide the patient to healthcare professionals, departments or partners as required 	<p>The learner understands :</p> <ul style="list-style-type: none"> • how to identify the patients and family's needs • how to formulate answers or suggest solutions in a way adapted to the request • how necessary it is to get good listening skills and a suitable language • how to communicate with users and patients using various communication skills • how to show empathy • how to secure a good communication to every user • how to gather, select, and organise information. • how to choose and use correct communication tools. • how to use the work related documents. • how to improve work related documents. • how to transmit necessary information to ensure that documents are followed up on. 	
Developed by: working group EREIVET network			




Name of the Unit:	Teamwork		
Reference to the qualification:	Health care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p>The learner has knowledge about</p> <ul style="list-style-type: none"> • status and skills of team members and their limits • work legislation • lifelong professional training • team work interest • hierarchical and functional links • different work timetable • role of the guidance with the learner 	<p>The learner is able to</p> <ul style="list-style-type: none"> • share information with the team • plan one's own work activities • establish the work timetable and the team member's work activities. • participate in team members' appraisals. 	<p>The learner understands</p> <ul style="list-style-type: none"> • how to share information with the team • how to join a cross departmental work team-plan one's own work activities • how to create a team spirit and be aware of solidarity • how to be conscious of responsibility within a team • how to reflect upon the practices • how to respect the members of the team • how to have a reasoned and responsible attitude • how to resist in the outside pressions • how to identify team members' training needs. • the value of the law • the importance of an initiative spirit • the importance of the adaptive capacity • the importance of being punctual 	
Developed by: working group EREIVET network			




Name of the Unit:	Administrative and documental tasks		
Reference to the qualification:	Health care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p>The learner has knowledge about</p> <ul style="list-style-type: none"> • status and skills of team members • quality tools and quality documents, standards • procedure of orders • material's turnover • Classifying : <ul style="list-style-type: none"> -administrative documents -patient's file • using computer and professional software • the professional secret and discretion 	<p>The learner is able to</p> <ul style="list-style-type: none"> • explain which staff are in charge of quality checks and quality management. • participate in the creation and/or improvement of quality tools and/or documents. • participate in the implementation of a quality process. • evaluate product and material needs. • plan purchases considering inventory of products, their shelf life, and those already stocked. • place an order • fill in current administrative documents. • propose different filing systems for routine documents. • use software 	<p>The learner understands</p> <ul style="list-style-type: none"> • how to classify documents • how to fill in current administrative documents. • how to ensure that all agreed steps are taken. • the importance of keeping professional secret • how to reflect upon the practices • how to ensure an order is followed up • how to behave in a reasonable and a responsible attitude • how to be conscious of one's responsibility (social media) 	
Developed by: working group EREIVET network			




Name of the Unit:	Device and implement activities		
Reference to the qualification:	Health care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p>The learner has knowledge about:</p> <ul style="list-style-type: none"> • the development of people • handicaps and diseases • quality of life • importance to be active • what activities are possible for the client • comprehensive care • the goals you can reach with activities for the client • planning and evaluation of activities 	<p>The learner is able to:</p> <ul style="list-style-type: none"> • organize, lead and evaluate activities • adapt the activities to the clients according to the goals • stimulate for activities 	<p>The learner understands</p> <ul style="list-style-type: none"> • the importance of different activities • how to perform activities with the respect of well-being • the goals you can reach with an activity have value to different clients • how to evaluate if the activities are adapted for the client • how to reflect upon the activities • the importance of creativity and enthusiasm • how to motivate for activity 	
Developed by: working group EREIVET network			




Name of the Unit:	Planning and management		
Reference to the qualification:	Health care		
		EQF-level: 4	
Knowledge	Skills	Competence	
The learner has knowledge about <ul style="list-style-type: none"> • meeting's strategies to hold a meeting • communication rules • professional positioning • functions, competences and qualities of the organizer 	The learner is able to <ul style="list-style-type: none"> • host a work meeting. • plan one's own work activities in accordance with the staff 	The learner understands <ul style="list-style-type: none"> • how to plan one's own work activities. • how to accept another point of view • the importance of listen carefully, repeat • how to stimulate, encourage the team 	
Developed by: working group EREIVET network			




Name of the Unit:	Practical elementary hygienic and housekeeping work		
Reference to the qualification:	Social care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p><i>The learner has knowledge about:</i></p> <ul style="list-style-type: none"> • Developmental psychology. • Hygienic principles. • Institutional standards. • Back-friendly work techniques including the use of resource. • Documentation of the carried out routines. • Evaluate the urgency of a situation, react accordingly • Healthy food 	<p><i>The learner is able to:</i></p> <p>perform basic daily care e.x.</p> <ul style="list-style-type: none"> • Oral and dental care. • Dressing and undressing. • Seat or help mobilize the client for rest, moves or activities. • Prepare healthy food • Clean 	<p><i>The learner understands:</i></p> <ul style="list-style-type: none"> • How to make relation to the client and how to communicate respectfully. • The use of work clothing and protective clothing • Hygienic hand disinfection. • The sensible use of protective gloves. • How to be hygienic when preparing food and cleaning 	
<p>Social competences/Personal competences</p> <ul style="list-style-type: none"> • Work by protocol • Patience • Ability to listen • Respectful attitude • Quality of work performed • Adaptability capacity • Taking initiatives 			
<p>Developed by: working group EREIVET network</p>			




Name of the Unit:	Basic Pedagogical understanding		
Reference to the qualification:	Social care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p><i>The learner has knowledge about:</i></p> <ul style="list-style-type: none"> • Developmental psychology • Education and coaching • Learning abilities • Handicaps • Pedagogical methods • Pedagogical policy of the institution • Games, creativity, drama etc. 	<p><i>The learner is able to:</i></p> <ul style="list-style-type: none"> • Lead a group • Adapt to the needs of the clients • Organize activities 	<p><i>The learner understands:</i></p> <ul style="list-style-type: none"> • That pedagogical goals are the main object of the work • Evaluation of the work • Planning of the work 	
<p>Social competences/Personal competences</p> <ul style="list-style-type: none"> • Flexibility • Respectful attitude • Carefulness 			
<p>Developed by: working group EREIVET network</p>			



Name of the Unit:	Interaction and communication with client/citizen/family and relatives		
Reference to the qualification:	Social care		
		EQF-level: 4	
Knowledge	Skills	Competence	
<p><i>The learner has knowledge about:</i></p> <ul style="list-style-type: none"> • The different forms of communication • The factors which influence the communication • The way situations can be fit for a difficult communication • The professional secret and discretion • The aids and tools necessary to communicate • respect for the rules of business ethics • characteristics of the various clients 	<p><i>The learner is able to:</i></p> <ul style="list-style-type: none"> • Create a situation of exchange, favoring dialogue, the will of the client and the co-operation of their family and relatives • Analyze the client's needs and adjust to them • Guide the client to professionals, departments or partners as required • gather, select, and organize information • observe • choose and use correct communication tools. • draw up, write and communicate work related documents. 	<p><i>The learner understands:</i></p> <ul style="list-style-type: none"> • How he can collect the families' and client's needs • How he can formulate answers or suggest solutions • add a value to work related documents. • transmit necessary information to ensure that documents are followed up on 	
<p>Social competences/Personal competences</p> <ul style="list-style-type: none"> • Ability to use a suitable language • quality of the listening, of the expression, of questioning • patience • take care, carefulness • empathy • adaptability capacity • taking initiatives • analytical skills to a conflict • respectful attitude 			
<p>Developed by: working group EREIVET network</p>			



Name of the Unit:	Teamwork		
Reference to the qualification:	Social care		
		EQF-level: 4	
Knowledge	Skills	Competence	
The learner has knowledge about <ul style="list-style-type: none"> • status and skills of team members and their limits • work legislation • importance of teamwork • the work field is organized in the host country • different work timetable 	The learner is able to <ul style="list-style-type: none"> • share information with the team • plan one's own work activities • establish the work timetable and the team members' work activities. • participate in team members' evaluation. • be aware of his responsibility within a team • have a critical mind • take initiative 	The learner understands <ul style="list-style-type: none"> • how to join a cross departmental work team • his/her limits in his/her work • the value of the law 	
Social competences/Personal competences -flexibility -be punctual -respect of ethics rules -analytical skills to a conflict -respectful attitude -get a team spirit			
Developed by: working group EREIVET network			



Assessment health care for 4 weeks internship

	Measures	Skills The learner is able to...	Elementary	Good	Excellent	Not applicable
1	Basic care and hygienic	measure the clients: Pulse/Temperature/Breathing. make a bed, both with and without a client. do a partial and complete body washing. perform intimate care. perform hair care / shave and trim beard. perform hand, foot and nail care. perform oral, dental and denture care. dressing and undressing changing the right incontinence pad for the user measures to prevent bedsores using work clothing and protective clothing seat or help mobilize the client for rest, moves or activities prepare meals that care for the users health and enjoyment.				
2	Basic nursing (healthcare)	help with medication taking mobilize the client take care of the client's skin ensure variable positions use helping aid prevent spreading of infections act according to the protocols and procedures show and explain how job related techniques are carried out participate in the creating of learning supports or tools device and implement actions to promote good health work in a rehabilitating and health promoting and preventing way, in respect of each person guide people in health issues				



3	Interaction and communication with client/citizen/family and relatives	create a situation of exchange, favouring dialogue in respect of the patient and the co-operation of their family and relatives				
		analyse the patient's needs				
		guide the patient to healthcare professionals, departments or partners as required				
4	Teamwork	share information with the team				
		plan one's own work activities				
		establish the work timetable and the team member's work activities				
		participate in team members' appraisals				
5	Administrative and documental tasks	explain which staff are in charge of quality checks and quality management				
		participate in the creation and/or improvement of quality tools and/or documents				
		participate in the implementation of a quality process				
		evaluate product and material needs				
		plan purchases considering inventory of products, their shelf life, and those already stocked				
		place an order				
		fill in current administrative documents				
		propose different filing systems for routine documents				
		use software				
6	Create and implement activities	organize, lead and evaluate activities				
		adapt the activities to the clients according to the goals				
		stimulate for activities				
7	Planning and management	host a work meeting				
		plan one's own work activities in accordance with the staff				



Assessment health care for 8 weeks internship

	Measures	Skills The learner is able to...	Elementary	Satisfactory	Good	Proficient	Excellent	Not applicable
1	Basic care and hygienic	measure the clients: Pulse/Temperature/Breathing.						
		make a bed, both with and without a client.						
		do a partial and complete body washing.						
		perform intimate care.						
		perform hair care / shave and trim beard.						
		perform hand, foot and nail care.						
		perform oral, dental and denture care.						
		dressing and undressing						
		changing the right incontinence pad for the user						
		measures to prevent bedsores						
		using work clothing and protective clothing						
		seat or help mobilize the client for rest, moves or activities						
		prepare meals that care for the users health and enjoyment.						
2	Basic nursing (healthcare)	help with medication taking						
		mobilize the client						
		take care of the client's skin						
		ensure variable positions						
		use helping aid						
		prevent spreading of infections						
		act according to the protocols and procedures						
		show and explain how job related techniques are carried out						
		participate in the creating of learning supports or tools						
		device and implement actions to promote good health						
		work in a rehabilitating and health promoting and preventing way, in respect of each person						
guide people in health issues								



3	Interaction and communication with client/citizen/family and relatives	create a situation of exchange, favouring dialogue in respect of the patient and the co-operation of their family and relatives								
		analyse the patient's needs								
		guide the patient to healthcare professionals, departments or partners as required								
4	Teamwork	share information with the team								
		plan one's own work activities								
		establish the work timetable and the team member's work activities								
		participate in team members' appraisals								
5	Administrative and documental tasks	explain which staff are in charge of quality checks and quality management								
		participate in the creation and/or improvement of quality tools and/or documents								
		participate in the implementation of a quality process								
		evaluate product and material needs								
		plan purchases considering inventory of products, their shelf life, and those already stocked								
		place an order								
		fill in current administrative documents								
		propose different filing systems for routine documents								
		use software								
6	Create and implement activities	organize, lead and evaluate activities								
		adapt the activities to the clients according to the goals								
		stimulate for activities								
7	Planning and management	host a work meeting								
		plan one's own work activities in accordance with the staff								



Assessment social care for 4 weeks internship

	Measures	Skills	Elmentary	Good	Excellent	Not applicable
1	Practical elementary hygienic work	Perform basic daily care ex:				
		• Oral and dental care				
		• Dressing and undressing				
		• Seat or help mobilize the client for rest, moves or activities				
		• Prepare healthy food				
		• Clean				
		•				
2	Pedagogical Understanding	Lead a group				
		Adapt to the needs of the clients				
		Organize activities				
3	Interaction and communication with client/resident/family and relatives	Create a situation of exchange, favoring dialogue, the will of the client and the co-operation of their family and relatives.				
		Analyze the client's needs and adjust to them.				
		Guide the client to professionals, departments or partners as required.				
		Gather, select, and organize information				
		Observe				
		Choose and use correct communication tools.				
		Draw up, write and communicate work related documents.				
4	Teamwork	Share information with the team				
		Plan one's own work activities				
		Establish the work timetable and the team members' work activities.				



		Participate in team members' evaluation.				
		Be aware of his responsibility within a team				
		Have a critical mind				
		Take initiative				
5	Administrative and documental tasks	File documents				
		Keep professional secrets				
		Evaluate product and material needs				
6	Create and implement activities	Organize, lead and evaluate activities.				
		Adapt the activities to the clients				
7	Planning and management	Plan one's own work activities				
		Accept another point of view				



Assessment social care for 8 weeks internship

	Measures	Skills	Elmentary	Satisfactory	Good	Proficient	Excellent	Not applicable
1	Practical elementary hygienic work	Perform basic daily care ex:						
		• Oral and dental care						
		• Dressing and undressing						
		• Seat or help mobilize the client for rest, moves or activities						
		• Prepare healthy food						
		• Clean						
		•						
		•						
2	Pedagogical Understanding	Lead a group						
		Adapt to the needs of the clients						
		Organize activities						
3	Interaction and communication with client/resident/family and relatives	Create a situation of exchange, favoring dialogue, the will of the client and the co-operation of their family and relatives.						
		Analyze the client's needs and adjust to them.						
		Guide the client to professionals, departments or partners as required.						
		Gather, select, and organize information						
		Observe						
		Choose and use correct communication tools.						
		Draw up, write and communicate work related documents.						



4	Teamwork	Share information with the team							
		Plan one's own work activities							
		Establish the work timetable and the team members' work activities.							
		Participate in team members' evaluation.							
		Be aware of his responsibility within a team							
		Have a critical mind							
		Take initiative							
5	Administrative and documental tasks	File documents							
		Keep professional secrets							
		Evaluate product and material needs							
6	Create and implement activities	Organize, lead and evaluate activities.							
		Adapt the activities to the clients							
7	Planning and management	Plan one's own work activities							
		Accept another point of view							