

Care Skillsbase: Skills Check 17

Recording Information on Charts

Interviewer's pack

Contents

- Skills Check activity
- Answer sheet
- Feedback form
- Personal development form

Summary	
Suitable for	Senior Care Worker, Care Worker
Skill checked	Number skills
Covers	Charts and graphs in care work
Learning for interviewer	Can the member of staff work with fluid intake, weight and temperature records?
Learning for member of staff	How charts, graphs and temperature scales are used in care work
Approx time needed	Total: 30 minutes (15 minutes for Skills Check and 15 minutes feedback)
How it works	Offers information about fluid intake, weight and temperature records and asks the person to solve three short problems. Discuss the person's answers to check understanding.
Notes	An answer sheet is supplied. Problems are likely to require addition, subtraction, positive and negative numbers, decimal fractions (e.g. 62.1), fluid intake, weight and temperature scales, useful symbols and language (e.g. 'ml', 'kg', '° Celsius').
Before you start	Read the general guidance in the Skills Check area of the Skillsbase website.

We welcome suggestions to improve this Skills Check. Please use the contact form on our website at www.scie-careskillsbase.org.uk

Understand the Job: Recording Information on Charts

Information is vital in social care. Use this activity to learn more about working with **information on charts and graphs**. First, write your name and today's date on the line below.

(First name)

(Last name)

(Date: Day-Month-Year)

1. Did you know? A person's fluid intake, weight and temperature sometimes needs to be monitored. Charts and graphs may be used to record this information.

2. Filling in a fluid intake chart

Mrs Berkinshaw is in your care. This is her fluid intake information for five days:

Monday	Tuesday	Wednesday	Thursday	Friday
425ml	550ml	275ml	50ml less than Weds	175ml more than Thurs

Show this information by plotting a **line graph** on the fluid intake chart below.

Special note: Please show your workings! Even if you can do the problem in your head please note any calculations you made to help the interviewer understand how you solved the problem.

<i>For your workings</i>	Fluid intake for Mrs Berkinshaw								
	Fluid intake (millilitres)	<i>ml</i>	Week commencing:						
			Sun	Mon	Tues	Wed	Thur	Fri	Sat
		600							
		550							
		500							
		450							
		400							
		350							
		300							
250									
200									
150									
100									
50									
0	Sun	Mon	Tues	Wed	Thur	Fri	Sat		
or I don't know how to work this out <input type="checkbox"/>				or I don't understand the question <input type="checkbox"/>					

Understand the Job: Recording Information on Charts (continued)

3. Weight chart Each week people are weighed and any loss or gain in weight is recorded.

(1) Fill in the gaps in the chart.

(2) How much weight did Millie lose or gain between 6 and 27 November?

Space for your workings	Weight chart		
	Name: <i>Millie Dean</i>		
	Date	Weight (kg)	Loss/gain +/-
	6 Nov	62.5 kg	
	13 Nov	62.9 kg	
	20 Nov	62.2 kg	
	27 Nov		- 0.4 kg
	4 Dec	62.1 kg	
The answer is:	11 Dec		+ 0.5 kg
or I don't know how to work this out <input type="checkbox"/>		or I don't understand the question <input type="checkbox"/>	

4. Human body temperature - did you know?

We take a person's temperature to find out how warm their body is. All healthy people have about the same body temperature. It may go up or down a little, but it won't change much. This is called a **normal** temperature. We use a thermometer to measure a person's temperature. Taking a person's temperature with a thermometer is a good way to check if they are well or not.

What is a normal temperature?

People often say a normal temperature is exactly 37°C (degrees Celsius). That is not quite true.

Normal temperature may be a little more or less than 37°C. Things that affect temperature include:

- age
- sex
- physical activity
- time of day

It also depends on how you take the temperature: by mouth, ear, forehead, armpit or bottom.

Here are some temperature ranges that have been found in healthy adults.

Mouth (Oral)	Ear (Tympanic)	Armpit (Axillary)
36.3 - 37.5 °C	36.6 - 37.8 °C	36.2 - 36.9°C

Other authorities give different figures, but we can say that for most people a temperature of

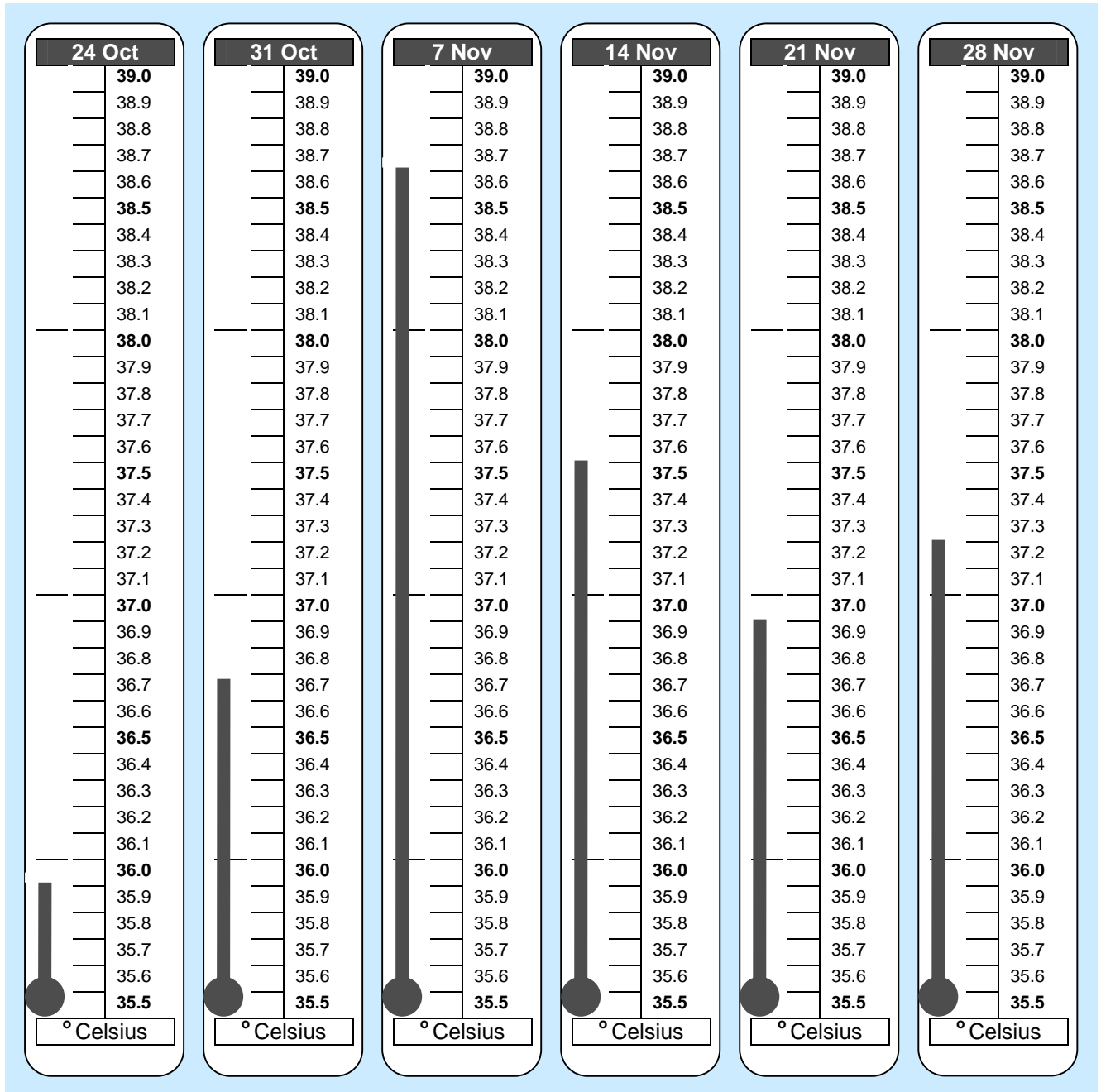
- **38°C or more** is **above normal** and
- anything **under 36°C** is **below normal**.

In your organisation, how are temperatures taken and what is considered a normal temperature?

If you know, write the answers here:

Understand the Job: Recording Information on Charts (continued)

5. Temperature chart Here are some oral (mouth) temperature readings taken in the morning.



Record the information in the table below.

Date	24 Oct		31 Oct		7 Nov		14 Nov		21 Nov		28 Nov	
Time	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Temp.												
or I don't know how to work this out <input type="checkbox"/>						or I don't understand the question <input type="checkbox"/>						

Are any of these readings outside the normal range? If so, on which days?

The answer is:
or I don't know how to work this out <input type="checkbox"/> or I don't understand the question <input type="checkbox"/>

Answer sheet

2. Filling in a fluid intake chart

Mrs Berkinshaw is in your care. This is her fluid intake information for five days:

Monday	Tuesday	Wednesday	Thursday	Friday
425ml	550ml	275ml	50ml less than Weds	175ml more than Thurs

Show this information by plotting a **line graph** on the fluid intake chart below.

Special note: Please show your workings! Even if you can do the problem in your head please note any calculations you made to help the interviewer understand how you solved the problem.

<p><i>For your workings</i></p> <p><i>Thurs: 275 - 50 = 225</i></p> <p><i>Fri: 225 + 175 = 400</i></p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Fluid intake for Mrs Berkinshaw</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 5%;"></th> <th rowspan="2" style="width: 5%;">ml</th> <th colspan="7" style="text-align: center;">Week commencing:</th> </tr> <tr> <th style="width: 10%;">Sun</th> <th style="width: 10%;">Mon</th> <th style="width: 10%;">Tues</th> <th style="width: 10%;">Wed</th> <th style="width: 10%;">Thur</th> <th style="width: 10%;">Fri</th> <th style="width: 10%;">Sat</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">600</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">550</td> <td></td> <td></td> <td style="text-align: center;">x</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">500</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">450</td> <td></td> <td style="text-align: center;">x</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">400</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">350</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">300</td> <td></td> <td></td> <td></td> <td style="text-align: center;">x</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">250</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">200</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">x</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">150</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">100</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">50</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">Sun</td> <td style="text-align: center;">Mon</td> <td style="text-align: center;">Tues</td> <td style="text-align: center;">Wed</td> <td style="text-align: center;">Thur</td> <td style="text-align: center;">Fri</td> <td style="text-align: center;">Sat</td> </tr> </tbody> </table> </div>		ml	Week commencing:							Sun	Mon	Tues	Wed	Thur	Fri	Sat	600									550			x						500									450		x							400									350									300				x					250									200					x				150									100									50									0											Sun	Mon	Tues	Wed	Thur	Fri	Sat
	ml			Week commencing:																																																																																																																																											
		Sun	Mon	Tues	Wed	Thur	Fri	Sat																																																																																																																																							
600																																																																																																																																															
550			x																																																																																																																																												
500																																																																																																																																															
450		x																																																																																																																																													
400																																																																																																																																															
350																																																																																																																																															
300				x																																																																																																																																											
250																																																																																																																																															
200					x																																																																																																																																										
150																																																																																																																																															
100																																																																																																																																															
50																																																																																																																																															
0																																																																																																																																															
		Sun	Mon	Tues	Wed	Thur	Fri	Sat																																																																																																																																							
<p>or I don't know how to work this out <input type="checkbox"/></p>	<p>or I don't understand the question <input type="checkbox"/></p>																																																																																																																																														

3. Weight chart Each week people are weighed and any loss or gain in weight is recorded.

(1) Fill in the gaps in the chart.

(2) How much weight did Millie lose or gain between 6 and 27 November?

Space for your workings $13 \text{ Nov: } 62.9 - 62.5 = +0.4 \text{ kg}$ $20 \text{ Nov: } 62.2 - 62.9 = -0.7 \text{ kg}$ $27 \text{ Nov: } 62.2 - 0.4 = 61.8 \text{ kg}$ $4 \text{ Dec: } 62.1 - 61.8 = +0.3 \text{ kg}$ $11 \text{ Dec: } 62.1 + 0.5 \text{ kg} = 62.6 \text{ kg}$ 6 Nov to 27 Nov $62.5 - 61.8 = 0.7$ Lost: 0.7kg	Weight chart		
	Name: <i>Millie Dean</i>		
	Date	Weight (kg)	Loss/gain +/-
	6 Nov	62.5 kg	
	13 Nov	62.9 kg	+0.4kg
	20 Nov	62.2 kg	-0.7kg
	27 Nov	61.8 kg	- 0.4 kg
	4 Dec	62.1 kg	+0.3kg
The answer is: <i>She has lost 0.7kg</i>	11 Dec	62.6 kg	+ 0.5 kg
or I don't know how to work this out <input type="checkbox"/>		or I don't understand the question <input type="checkbox"/>	

4. Human body temperature - did you know?

Make sure the person understands how temperatures are taken in your organisation and what is considered the normal range for temperatures.

5. Temperature chart Here are some oral (mouth) temperature readings taken in the **morning**.

Record the information in the table below.

Date	24 Oct		31 Oct		7 Nov		14 Nov		21 Nov		28 Nov	
Time	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm
Temp.	35.9		36.7		38.6		37.5		36.9		37.2	
or I don't know how to work this out <input type="checkbox"/>						or I don't understand the question <input type="checkbox"/>						

Are any of these readings outside the normal range? If so, on which days?

The answer is: <i>Yes - 24 October and 7 November</i>
or I don't know how to work this out <input type="checkbox"/> or I don't understand the question <input type="checkbox"/>

Note: These are answers are based on the information that a temperature between 36°C and 38°C may be normal. If that contradicts practice in your organisation, give feedback that is consistent with what happens in your organisation.

Feedback form	Date:			
Staff member's name				
Staff member's job title				
Interviewer's name				
Interviewer's job title				
1. Interviewer's view	The member of staff...	No	Partly	Yes
a. Can solve typical care problems effectively.				
b. Can communicate effectively about typical care problems.				
2. Interviewer's reasons	The member of staff...	No	Partly	Yes
a. Understood the questions (knowledge of key words, symbols and concepts).				
b. Used number skills and knowledge to solve the problems; did not guess the answers (knowledge of how to solve problems).				
c. Gave the correct answer (ability to make accurate calculations).				
d. Wrote calculations and answers clearly (legibility).				
e. Completed the activity within the allocated time (ability to problem solve quickly).				
f. Explained their answers clearly and coherently afterwards.				
3. Next steps to help develop skills and knowledge for the job		Yes	No	
a. Interviewer will arrange monitoring, feedback and support from a supervisor.				
b. Interviewer and member of staff will plan personal development to improve member of staff's understanding of key social care words and ideas.				
c. Interviewer and member of staff will plan personal development to improve member of staff's number skills and knowledge.				
4. Interviewer's signature	Staff member's signature			

Use the other side of this sheet for notes

Personal development form	Date:	
Staff member's name		
Staff member's job title		
Interviewer's name		
Interviewer's job title		
1. Learning aim: to work safely and meet quality standards, the member of staff should develop the following number skills and knowledge	Tick (✓) if "yes"	
a. Knowledge of key words, symbols and concepts (to understand problems).		
b. Maths methods (to solve problems).		
c. Ability to make accurate calculations (to solve problems correctly).		
d. Ability to write numbers that are easily readable (to pass on information).		
e. Ability to solve problems quickly (to cope with work situations).		
f. Ability to explain problems and solutions (to support team work and service users).		
2. How will the learning happen?		
3. What support and resources will be needed to make the learning successful?		
4. When will the learning happen?		
5. How will we know the learning has been successful?		
6. Progress review date		
7. Interviewer's signature	Staff member's signature	