

Unit Title: Carry Out Transactions in a Health Facility	
Level:	Three
Credit Value:	4
GLH:	30
OCNLR Unit Code:	PA1/3/LQ/031
Ofqual Unit Reference Number:	K/508/4141

This unit has 4 learning outcomes

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
1. Understand current legislation, national guidelines, policies, protocols and good practice related to the carrying out of transactions in a health facility.	1.1. Summarise the current legislation, national guidelines, policies, protocols and good practice guidelines for carrying out transactions in a health facility.
2. Carry out financial transactions.	2.1. Check monies are available and within the limits of responsibility before making a withdrawal. 2.2. Complete transactions in line with local policy and protocol to ensure cash flow. 2.3. Store monies and documentation according to local policy and protocols. 2.4. Bank monies according to local policy and protocols.
3. Check completed financial transactions for accuracy.	3.1. Balance book-keeping entries in line with local policy and protocol. 3.2. Record and receipt, received and withdrawn monies using book-keeping methods in accordance with local policy and protocol. 3.3. Check all transactions comply with the local policy and protocols. 3.4. Explain the potential consequences of failing to check payments and withdrawals.

4. Deal with any discrepancies in transactions.

4.1. Identify any discrepancies in transactions.

4.2. Deal with any discrepancies in transactions in accordance with local policy and protocol.

4.3. Describe actions to take in line with local policy and protocol if there is any possibility of theft or fraud.

Assessment

The grid below gives details of the assessment activities to be used with the unit attached. Please refer to the OCN London Assessment Definitions document for definitions of each activity and the expectations for assessment practice and evidence for verification.

P = Prescribed This assessment method *must* be used to assess all or part of the unit.

O = Optional This assessment method *could* be used to assess all or part of the unit.

Case Study		Project	
Written question & answer/test/exam	O	Role play/simulation	
Essay		Practical demonstration	P
Report		Group discussion	
Oral question and answer	O	Performance/exhibition	
Written description	O	Production of artefact	
Reflective log/diary		Practice file	