



Diploma of Professional Competence in Occupational Hygiene

Appendix 1
Diploma Self-Evaluation

Why do we ask you to carry out a Self-Evaluation?

Professionals are people who are trusted to exercise independent and expert judgement with integrity and transparency. Often there is no external check on the exercise of professional judgement, nor is there a template for how a service should be delivered by a professional in a specific context, or even a “right” answer.

This means professionals need to have the ability to undertake rigorous self-assessment, to look wherever possible for external benchmarks for guidance (but not as tramlines for practice), and to be transparent in their decision-making, whilst being ready and willing to be accountable for their decisions.

The Diploma assessors are professional hygienists who work in this context. They are appointed by the Society to represent standards of good practice and to undertake an objective assessment of evidence that you can work with this degree of expertise, integrity and transparency. This is a requirement of our regulators and of our Charter.

What is the purpose of the self-assessment tool?

This self-assessment provides a tool to systematically review your practice in an objective way. It is not a tool for Diploma assessors to use, but a tool to allow you to place yourself in the position of a Diploma assessor, or more particularly to enable you to think about your practice in an objective, critical and reflective way.

This tool aims to help you assess what level of proficiency you have attained, and how objective you can be in assessing that competency. This process should also help you in planning the content required for your Professional Experience Portfolio.

Additionally, it provides a tool for action planning, so that if you believe yourself to need to develop proficiency in an area, you can plan how to address it. This can inform your plans for Continuing Professional Development and help provide focus on areas that you may want to focus on to strengthen in order to be well-prepared for the assessments.

The competencies within the Self-Assessment are those in the [Statement of Occupational Hygiene Competencies](#) **How can you measure your levels of competency?**

Occupational hygienists at the commencement of the Diploma level should be able to demonstrate proficiency across the competencies outlined as A to J. Proficiency in this context means the ability to demonstrate competence leads to good outcomes and is delivered without the need for supervision and direction. It does not mean that you need to be an expert. Not everyone will have high degrees of expertise or will have been able to demonstrate the same level of proficiency in all areas.

As you can see, this is a very comprehensive list to go through. The Diploma assessments cannot possibly address all of these matters in detail. Even if every competence is not specifically examined in detail through our assessment of you, it is vital, as a professional, that you have made a thorough and objective self-assessment – and that you continue to do so.

That is why we ask you to undertake this task at this important step in your professional development. We want it to be useful, rather than being a tick-box exercise. .

While it is a self-assessment, it is not something that you need to do on your own. You can and should work with others, including mentors and colleagues. Sometimes we only truly see ourselves with the help of others. Often, we are overly self-critical and fail to see our strengths. Sometimes we also miss things which are weaknesses.

How can I calibrate my self-assessment?

We would suggest that the following approach might help you “score” your proficiency. Scores above 3 indicate that there is a more objective basis to believe that you are competent, while scores under 3 suggest that the assessment relies on your subjective assessment. These may be areas where you know are competent, but there will be areas where it will be more of a challenge for you to know whether you are competent and where you may want to challenge yourself to demonstrate this more objectively. Examples are shown below.

- Have been successfully assessed by a rigorous independent organisation (e.g. professional or regulatory assessment) 6
- Have been successfully assessed by a rigorous internal assessment process (e.g. workplace audit or inspection) 5
- Have had management, client or training context verification of proficiency 4
- Have undertaken documented and recorded work which clearly demonstrates proficiency 3
- Have undertaken documented and recorded work from which proficiency can be inferred 2
- Believe through reflection on own practice that proficiency has been achieved 1
- Do not believe that proficiency has been achieved.

Self-Evaluation tool

A Knowledge and Understanding

Can demonstrate highly specialised or advanced knowledge and original thinking in one or more field(s) of occupational hygiene practice.

A fully competent occupational hygiene professional should be able to:

Score each of the following:

A1 Principles of Workplace Health Exposure

- 1) Recognise work environments where workers may be exposed to chemical, physical and biological agents
- 2) Understand how such exposures may present significant health risks.
- 3) Recognise how exposures occur, and the ability to recognise all worker groups at risk
- 4) Review the scientific literature to generate usable information on health effects caused by exposure to chemical, physical and biological agents in the workplace.
- 5) Apply physiological and toxicological principles to categorise hazards.

Follow-up action to improve competency:

A2 Scientific Principles

Score each of the following:

- 1) Take account of the physical and chemical properties of substances when designing control strategies.
- 2) Apply knowledge of the nature of physical hazards when designing control strategies.
- 3) Apply knowledge of the nature of biological hazards when designing control strategies.

Follow-up action to improve competency:

B Research Methods

- 1) Can engage in specialised or advanced enquiry and original thinking in relation to a field/fields of occupational hygiene practice which is at the forefront of the discipline.
- 2) Can set in-house control limits based on control banding or toxicological information

A fully competent occupational hygiene professional should be able to:

Score each of the following:

B1 Critical Thinking

- 1) Assess the quality of available evidence, and understand and communicate uncertainty.
- 2) Review information and makes judgements based upon evidence.
- 3) Use reputable sources of information when making judgements.

- 4) Apply critical analysis to others' reasoning.
- 5) Know the difference between correlations and false correlations.

Follow-up action to improve competency:

B2 Statistical Analysis

Score the following:

- 6) Use statistical principles to plan sampling strategies and evaluate exposure data.

Follow-up action to improve competency:

B3 Occupational Epidemiology

Score each of the following:

- 7) Collect data and plan studies in a manner compatible with subsequent use of data in epidemiological studies.
- 8) Know the difference between, and relevance of, different types of epidemiological study.
- 9) Work as part of a multi-disciplinary team on epidemiological studies.
- 10) Interpret and use data from epidemiological studies to plan appropriate control and worker health protection strategies.

Follow-up action to improve competency:

C Assessment (Investigation, Assessment, Analysis and Diagnostic Skills)

Can demonstrate expert critical insights into the knowledge issues in the field of occupational hygiene science and at the interface with other professional or scientific disciplines.

A fully competent occupational hygiene professional should be able to:

Score each of the following:

C1 Assessment of Exposure

- 1) Plan and assesses the effectiveness of different exposure assessment strategies in complex environments.
- 2) Use limits of detection and other relevant parameters to select appropriate measurement methods.
- 3) Apply appropriate quality assurance procedures to measurement systems.
- 4) Present exposure data in a way that is accessible to both workers and management.

Follow-up action to improve competency:

C2 Assessment of Risk

Score each of the following:

- 5) Integrate all relevant data when assessing levels of risk.
- 6) Make sound and practical judgements based upon level of risk.

Follow-up action to improve competency:

C3 Existing work environments and processes

Score each of the following:

- 7) Effectively use observation and communication to aid in the understanding of unfamiliar work environments and processes.
- 8) Draw on experience of other work environments and processes to aid understanding of unfamiliar work environments and processes.

Follow-up action to improve competency:

C4 New and novel work environments

Score each of the following:

- 9) Effectively identify relevant information available on potential chemical and/or physical stressors in such environments in order to identify and understand the nature of hazards that may be present.
- 10) Use knowledge and judgement to predict exposure risks in such environments and identify valid control options at the pre-operational phase.

Follow-up action to improve competency:

D Decision-Making (Problem-Solving, Planning, Designing, Negotiation of Courses of Action)

Can demonstrate specialised problem-solving skills required in practice or research in order to develop new knowledge and procedures in the field of occupational hygiene science

A fully competent occupational hygiene professional should be able to:

Score each of the following:

D1 Control of Exposure

- 1) Select effective and practical control options based upon good occupational hygiene practice.
- 2) Identify industry and/or other situation-specific barriers to the implementation of effective controls and to tailor advice accordingly.
- 3) Select the most appropriate control measure, or combination of control measures, for complex environments.

- 4) Design integrated hazard control and risk reduction programmes.
- 5) Apply the Principles of Good Control Practice. Designs for adequate control or SFARP/ALARP, as appropriate.
- 6) Design control strategies based on elimination/substitution.
- 7) Understand the difference between minimum legal compliance and good practice.
- 8) Understand the human factors element of control.
- 9) Assess the effectiveness of risk reduction programmes.
- 10) Identify actions required to ensure legislative compliance.

Follow-up action to improve competency:

D2 Selecting engineering controls

Score each of the following:

- 11) Select the most appropriate engineering controls for complex environments.
- 12) Use cost-benefit analysis in the selection of engineering controls.
- 13) Identify maintenance and testing requirements for engineering controls.

Follow-up action to improve competency:

D3 Selecting Non-Engineering Controls

Score the following:

- 14) Select the most appropriate and practicable non-engineering controls for complex environments.

Follow-up action to improve competency:

D4 Project Planning and Management

Score the following:

- 15) Design occupational hygiene projects to meet specific goals.

Follow-up action to improve competency:

E Implementation and Management Skills (Implementing and Taking Action)

Score each of the following:

- 1) Can manage occupational hygiene programmes in contexts that are complex, unpredictable.
- 2) A fully competent occupational hygiene professional should be able to:

Follow-up action to improve competency:

E1 Project Planning and Management

Score each of the following:

- 1) Design occupational hygiene projects to meet specific goals.
- 2) Manage occupational hygiene projects to ensure successful completion.
- 3) Understand the basic principles of project planning and delivery.

Follow-up action to improve competency:

E2 Resource Management

Score the following:

- 4) Identify, acquire and manage resources required for occupational hygiene programmes.

Follow-up action to improve competency:

E3 Team Working

Score each of the following:

- 5) Work effectively as a member of a team with both fellow occupational hygiene professionals and other relevant disciplines and operational personnel.
- 6) Exercise leadership skills when leading teams.

Follow-up action to improve competency:

E3 Cost-Benefit Analysis

Score the following:

- 7) Use the principles of cost-benefit analysis and applies them appropriately when making project decisions.

Follow-up action to improve competency:

E4 Auditing

Score each of the following:

- 8) Uses auditing as a key element of managing occupational health and safety within the workplace.
- 9) Works effectively as a member of multi-disciplinary audit teams.

Follow-up action to improve competency:

F General Evaluative Skills (Monitoring, Reviewing and Evaluate)

Can demonstrate expert critical insights into effective and meaningful monitoring, reviewing, and evaluation in the field of occupational hygiene science and at the interface with other professional or scientific disciplines.

A fully competent occupational hygiene professional should be able to:

F1 Uses Data and Information for Effective Evaluation

Score each of the following:

- 1) Review exposure data to evaluate the potential for adverse health effects.
- 2) Recognise and take into account the potential for interaction (synergistic, antagonistic, potentiation and similar) from exposure to different hazards.
- 3) Use statistical principles to plan sampling strategies and evaluate exposure data
- 4) Gather relevant information to aid evaluation of unfamiliar work environments and processes.

Follow-up action to improve competency:

F2 Applies Knowledge and Professional Judgement to Evaluate Risks

Score each of the following:

- 5) Use knowledge of the physical and chemical properties of substances and the control measures in place to evaluate exposure risks.
- 6) Use knowledge of the nature of physical hazards and the control measures in place to evaluate the potential exposure risks.
- 7) Use knowledge of the nature of biological hazards and the control measures in place to evaluate the potential exposure risks.

Follow-up action to improve competency:

F3 Evaluates the Effectiveness of Controls

Score each of the following:

- 8) Evaluate the effectiveness of engineering control systems.
- 9) Design and evaluates effective PPE programmes.

Follow-up action to improve competency:

G Communication and Reporting

Can create authoritative and definitive reports and publications which provide leadership and insight in the field of occupational hygiene.

A fully competent occupational hygiene professional should be able to:

G1 Uses Data and Information for Effective Evaluation

Score each of the following:

- 1) Review exposure data to evaluate the potential for adverse health effects.
- 2) Recognise and take into account the potential for interaction (synergistic, antagonistic, potentiation and similar) from exposure to different hazards.
- 3) Use statistical principles to plan sampling strategies and evaluate exposure data.
- 4) Gather relevant information to aid evaluation of unfamiliar work environments and processes.

Follow-up action to improve competency:

G2 Applies Knowledge and Professional Judgement to Evaluate Risks

Score each of the following:

- 5) Use knowledge of the physical and chemical properties of substances and the control measures in place to evaluate exposure risks.
- 6) Use knowledge of the nature of physical hazards and the control measures in place to evaluate the potential exposure risks.
- 7) Use knowledge of the nature of biological hazards and the control measures in place to evaluate the potential exposure risks.

Follow-up action to improve competency:

G3 Evaluates the Effectiveness of Controls

Score each of the following:

- 8) Evaluate the effectiveness of engineering control systems.
- 9) Design and evaluates effective PPE programmes.

Follow-up action to improve competency:

H Communication and Reporting

A fully competent occupational hygiene professional should be able to:

H1 Communication and reporting

Score each of the following:

- 1) Communicate the nature of hazard and risk effectively to the workforce.
- 2) Communicate the difference between minimum legal compliance and good practice.
- 3) Communicate required steps to control exposure effectively to senior managers and/or the workforce.
- 4) Communicate formally via clear, unambiguous and authoritative reports.
- 5) Choose the most effective communications methods/channels.
- 6) Obtain feedback to ensure that messages are correctly understood.
- 7) Communicate (orally and in writing) technical information on occupational hygiene issues to all levels of an organisation.

Follow-up action to improve competency:

H Interprofessional Working

Can effectively contribute to the management and transform workplace health programmes (including through the appropriate involvement, development, and direction of other professions) in contexts that are complex, unpredictable and require new strategic approaches.

A fully competent occupational hygiene professional should be able to:

Score each of the following:

H1 Environmental pollution

- 1) Identify the need for emission monitoring programmes.
- 2) Select control measures that will reduce and control emissions to the environment.
- 3) Demonstrate awareness of current thinking on major environment issues such as global warming and how they relate to work environments.

Follow-up action to improve competency:

H2 Emergency planning

Score each of the following:

- 4) Work with relevant environmental and safety professionals and managers to develop emergency preparedness and response programmes.
- 5) Assess the effectiveness of projects in meeting stated goals.

Follow-up action to improve competency:

H3 Working with other Occupational Health Professionals

Score the following:

- 6) Work effectively with other Occupational Health and other workplace health Professionals to identify, evaluate and assess risks, decide upon and design options for controls and evaluate and manage their effectiveness.

Follow-up action to improve competency:

I Professional Record Keeping

Can provide guidance and governance in relation to occupational hygiene recording systems and understand the core principles of occupational hygiene records management at a strategic level.

A fully competent occupational hygiene professional should be able to:

I Maintain accurate and suitable records

Score each of the following:

- 1) Make contemporaneous notes and describes the process in sufficient detail for the reader to understand the process.
- 2) Describe the existing exposure controls.
- 3) Maintain records in line with legal duties of confidentiality and good data management.
- 4) Ensure that records are effective and accurate to enable collegiate and interprofessional working.
- 5) Understand when it is appropriate, legal and necessary to disclose data and information in line with legal and professional obligations.

Follow-up action to improve competency:

J Ethics, Professionalism, and Judgement

Can provide guidance and governance in relation to occupational hygiene ethics and can address complex and novel ethical and professional challenges

A fully competent occupational hygiene professional should be able to:

Score each of the following:

J1 Ethical Principles

- 1) Recognise situations in professional practice where ethical decisions need to be made.
- 2) Apply the key ethical principles of beneficence, autonomy and justice and the relevant secondary principles derived from these when making decisions relating to professional practice.

Follow-up action to improve competency:

J2 Occupational Hygiene Professional Code of Ethics

Score the following:

- 1) Work within the BOHS Code of Ethics.

Follow-up action to improve competency: