Sheffield Teaching Hospitals
NHS Foundation Trust

Multiple Choice Questionnaire (MCQ)

Equality, Diversity & Inclusivity

1. How many protected characteristics are listed in the Equality Act (2010)?

a. 6
b. 9
c. 12

2. According to the Equality Act 2010 which of the following is NOT a protected characteristic? Select <u>one</u> option from the answers listed below:

a. Religion or belief
b. Gender reassignment
c. Marriage and civil partnership
d. Political party membership
e. Pregnancy and maternity
f. Sexual orientation

3. Does Equal opportunities mean treating everyone the same?

a. Yes
b. No

Fire Safety

4. What are the first two actions you should do when discovering a fire at STH?

1. Operate the nearest fire alarm call point & ring the Emergency Switchboard (2222)
2. Tackle the fire & ring the Emergency Switchboard (2222)
3. Operate the nearest fire alarm call point & ring (999)

5. Which type of fire extinguisher should be used on live electrical equipment?

a. Foam — cream band
b. Carbon Dioxide (CO_2) — black band
c. Water — red band

6. Which internal emergency number should you dial to report a 'false alarm'?

a. 999
b. 2222
c. 1147

Health & Safety

7. What electronic system is used to report incidents such as slips, trips and falls at STH? Select <u>one</u> option from the answers listed below:

a. HORUS
b. DATIX
c. SORQ
d. KLUP

8. True or false? A hazard is: something that has the potential to cause harm.

a. True
b. False

Infection Prevention & Control

9. In order to prevent cross infection, you should (select <u>one</u> option from the answers listed below):

a. Stay off work for 96 hours if you think you are ill
b. Avoid using hand gel as it dries your hands out
c. Wear personal protective clothing as necessary

10. What action should you take <u>first</u> if you have a sharps injury? Select <u>one</u> option from the answers listed below:

a. Clear up any mess
b. Encourage the wound to bleed and then wash with soap and water
c. Put a plaster on the wound straight away
d. Report the incident to your manager

11. How should you dispose of offensive waste?

a. In a black waste bag
b. In a tiger stripe waste bag
c. In a sharps bin

Information Governance/Data Security

12. What is wrong with putting information about a particular patient or colleague on social media? Select <u>one</u> option from the answers listed below:

a. Nothing, as long as it isn't offensive
b. It is a breach of their confidentiality
c. It might not reach the correct people

13. What is the role of the Trust's Caldecott Guardian? Select <u>one</u> option from the answers listed below:

a. To protect the patient's confidentiality
b. To protect the Trust's reputation on social media
c. To ensure the Trust complies with the Freedom of Information Act
d. To respond to subject access requests

14. Who at the Trust is responsible for Data Protection and Information Governance? Select <u>one</u> option from the answers listed below:

a. The Chief Executive
b. The Information Governance Team
c. The Legal Services Department
d. All staff and volunteers

Moving & Handling

15. Which of the following is the correct representation of the acronym TOILEE?

a. Task, Organisational factors, Individual capability, Load, Environment, Equipment
b. Task, Ownership, Information, Lift, Environment, Equipment
c. Time, Own strength, Information, Lift, Endurance, Equipment

16. Which of the following is advisable before attempting to move/lift a load?

a. Twisting
b. Adopt a stable base
c. Keeping the shoulders tensed

17. In the event of an untoward occurrence/incident or near miss you should inform your manager/supervisor and fill in a DATIX report form.

a. True
b. False

Resuscitation

18. In the event of a cardiac arrest within the hospital which internal number should you dial to get help?

a. 2222
b. 5555
c. 8888

Safeguarding Children & Adults

19. Which <u>one</u> of the following is true? Safeguarding means…

a. Protecting people's health, wellbeing and human rights
b. Making judgements about people's lives
c. Taking children away from their parents
d. Putting elderly people in care homes

20. Unequal treatment of a person based on their age, disability or race may be classified as which type of abuse? Select <u>one</u> option from the answers listed below:

a. Sexual abuse
b. Modern slavery
c. Physical abuse
d. Discriminatory abuse

Thank you for completing this questionnaire

NOTE: Please ensure that you have answered all of the questions, **as a minimum of 17 questions must be answered correctly in order to achieve a pass mark of 85%.**

Please ensure that you complete and sign the declaration below.

Declaration

I certify that I have read the Volunteer Mandatory Training Workbook 2023-2026 and have completed the Multiple-Choice questions. I confirm that this is my own work.

Signature	
Full Name	
Job Title	
Date	
Assignment Number (if known)	
Department/Area	

Please ensure that the declaration above is fully completed; otherwise we will not be able to verify and record completion.

Your **completed and signed** MCQ answer sheet and declaration should be returned to your local collection point:

[address to be entered here]

Alternatively, your **completed and signed** MCQ answer sheet and declaration can be scanned and emailed to:XXX

For further advice or support, please contact STH Volunteer Services at the email address above or by telephone on: **XXX**