

SFHEUSC02 - SQA Code HC7H 04

Obtain supporting information to inform the assessment of an individual



Overview

This standard covers gathering information to support and inform the assessment of the health status and needs of an individual requiring medical assistance.

Users of this standard will need to ensure that practice reflects up to date information and policies.

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Performance criteria

- You must be able to:*
- P1 explain clearly:
 - P1.1 your role and responsibilities
 - P1.2 what information you need
 - P1.3 the reasons why you need the information
 - P1.4 with whom the information will be shared
 - P2 respect the individual's privacy, dignity, wishes and beliefs in your interactions with other people
 - P3 check and confirm that the information is reliable, current and relates to the individual
 - P4 check and confirm whether anyone acting as the source of information has the authority to:
 - P4.1 provide you with relevant information about the individual
 - P4.2 provide informed consent where the individual is unable to do so directly
 - P5 obtain informed consent from anyone acting as the source of information, where appropriate, to share the information they provide about the individual requiring immediate medical assistance
 - P6 obtain details of the individual's prior health status and circumstances over a sufficient period of time to inform assessment, in accordance with the individual's presenting symptoms
 - P7 use appropriate questions to explore, clarify and confirm any unusual or ambiguous information
 - P8 maintain clear and accurate records clearly and accurately in a systematic and logical manner that clearly shows the history of the individual's condition and the source of the information obtained
 - P9 support the assessment with as complete and accurate a picture of the individual as possible
 - P10 treat all information provided to you as confidential in accordance with organisational policy and practice
 - P11 communicate with people in a manner which:
 - P11.1 is consistent with their level of understanding, culture, background and preferred ways of communicating
 - P11.2 acknowledges the purpose of the communication
 - P11.3 is appropriate to the context
 - P11.4 encourages their participation
 - P11.5 responds to communications of any kind from them
 - P12 constructively manage any obstacles to communication

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Knowledge and understanding

You need to know and understand:

- K1 the legislation (national and European) relating to the work being undertaken, the context in which it takes place and the individuals with whom one works; codes of good practice which support the implementation of legislation (such as the Data Protection Act); how to interpret and apply relevant legislation to the work being undertaken
- K2 why it is important to establish informed consent to the sharing of information, where the individual or third party is able to provide this, and what steps can be taken when this is not provided
- K3 what evidence you should seek to demonstrate a third party's ability and authority to provide information about an individual in need of medical assistance
- K4 the steps you would take to ensure that the privacy, dignity, wishes and beliefs of the individual are maintained
- K5 the organisational policy and practices with regard to the confidentiality of information
- K6 how communication style may be modified to ensure it is appropriate to the individual's level of understanding, culture and background, preferred ways of communicating and needs
- K7 what sort of obstacles to communication can arise and the actions to be taken to manage them in a constructive manner
- K8 the ways an individual's belief system can influence their willingness to share personal information with you or others and why it is important that you respect these views
- K9 the reasons why your role and responsibilities should always be explained when taking information
- K10 the types of information that need to be gathered and why each is necessary
- K11 why information needs to be gathered over a sufficient period of time and how this might vary from context to context
- K12 the steps you would take to try to clarify and confirm any information which is ambiguous or missing from an individual's or third party's narrative
- K13 what sort of information it would be important to capture about the circumstances leading up to an individual requiring immediate medical assistance
- K14 the importance of recording information clearly, accurately and in a systematic manner

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Additional Information

External Links

This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: HWB6 Assessment and Treatment Planning

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	