

SFHSS37 - SQA Code HD2V 04

Administer the current records system



Overview

This standard is about administering the current records system. You are expected to

1. identify records due for return and records required by users which are out
2. recall records and record their return
3. identify records to be withdrawn
4. determine whether to store or dispose of records
5. complete and record the withdrawal

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

SFHSS37 - SQA Code HD2V 04

Administer the current records system

Performance criteria

You must be able to:

- P1 identify when records are due for return
- P2 identify records demanded by users which are already in use by others
- P3 recall records when required by a priority user
- P4 explain to users when records will become available
- P5 record the return and re-issue of records accurately
- P6 confirm the criteria for withdrawing the record with a person in authority
- P7 identify records which match the criteria for withdrawal
- P8 check with a person in authority the eligibility for withdrawal of any records over which you have doubts
- P9 determine whether to store or to dispose of the records
- P10 complete the withdrawal promptly
- P11 record the action taken in the appropriate format

SFHSS37 - SQA Code HD2V 04

Administer the current records system

Knowledge and understanding

You need to know and understand:

- K1 what to do when a record that is not available is required by a user
- K2 how to identify when records are due for return
- K3 how to explain when records will be available to users
- K4 how to record the return and re-issue of records
- K5 who the priority users are
- K6 what format to use to record the withdrawal
- K7 how to identify the criteria for withdrawal of records
- K8 how to match records with the criteria
- K9 how to determine whether to store or dispose of a record
- K10 with whom to check the criteria for withdrawal and the eligibility of records for withdrawal

SFHSS37 - SQA Code HD2V 04

Administer the current records system

Additional Information

External Links

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

Dimension: IK1 Information Processing

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:	