

SFHHI6 - SQA Code HD3N 04

Identify and specify data and information requirements in a health context



Overview

This standard is about identifying and specifying data and information requirements. The work covered in this competence could be carried out on a routine basis or could be for ad hoc requirements. You will need to be able to identify the data and information requirements through consulting with colleagues and the target audience. You will also need to identify the variables that affect the data and information and agree reporting relationships.

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 identify and respond to the target audiences needs for the data and information
- P2 take into account the knowledge of the target audience and the sensitivity of the data and information involved
- P3 consult with colleagues and the target audience to identify and negotiate
- P4 identify the data and information available and any limitations which constrain the audiences requirements
- P5 identify and select the most appropriate sources of data and information
- P6 identify all the appropriate variables that affect the data and information to be provided
- P7 enable the audience to understand the meaning and significance of the variables
- P8 check conformity with information governance in accordance with legislation and organisational requirements
- P9 identify the resources required and the limitations, assumptions, costs and timescales that will affect the work to be carried out
- P10 gain agreement to access the sources of data and information identified
- P11 record the details required for the specification in a structured and logical way
- P12 ensure that all abbreviations and technical terminology used in the specification are clearly explained
- P13 adhere to the relevant data standards
- P14 agree reporting responsibilities and mechanisms with the audience

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Knowledge and understanding

You need to know and understand:

- K1 the relevant legislation, policies, procedures, codes of practice and guidelines in relation to information management
- K2 the reasons for adhering to information governance
- K3 your organisation's planning cycles and objectives
- K4 the wider sensitivities of data and information relevant to your role and the requirement
- K5 the need for consistent standards regarding data and information (e.g. sources, validity, reliability, completeness, terminology, acronyms, purpose and conventions)
- K6 the professional codes of ethics in your area of practice
- K7 the health and business context for data and information requirements (e.g. clinical impact, patient safety issues, increased productivity)
- K8 the different ways in which data and information are used in a health context
- K9 the difference between routine and ad hoc data and information requirements
- K10 the different processes required for routine and ad hoc data and information
- K11 the data and information that hasn't been recorded before and the new requirements this creates
- K12 the different dimensions of data and information
- K13 the objectives and purpose of the information and data
- K14 the frequencies of routine data and information
- K15 the resources required for the provision of data and information and how to identify them
- K16 the system/s in place to provide data and information
- K17 the relevant data and information sources and how these should be accessed
- K18 the importance of accurately recording data and information requirements
- K19 the types of system limitations, limitations caused by data quality and resource limitations that may exist
- K20 how to record the details required for the specification
- K21 the various ways in which data and information is grouped
- K22 the relevant classification systems and coding classifications and terminology
- K23 how to identify audience requirements for data and information and express how it is/is not possible to meet these
- K24 how to establish reporting responsibilities and mechanisms with the

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audience

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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: 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:	