

SFHGEN98 - SQA Code HD4E 04

Promote effective communication in a healthcare environment



Overview

This standard is about promoting effective written and verbal communication with individuals in a healthcare environment. You will be expected to apply a variety of communication methods and approaches, appropriate to individuals and the situation, in order to facilitate and promote constructive outcomes. You will be expected to be able to communicate effectively on difficult, complex and sensitive issues.

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 select and use the most appropriate methods, techniques and approaches of communication across a variety of situations to facilitate and achieve positive outcomes
- P2 initiate direct contact with individuals when appropriate to do so
- P3 identify ways to engage individuals and encourage them to communicate with you
- P4 be perceptive to individuals' reactions, modifying the content and style of your communication to promote positive outcomes
- P5 use communication skills sensitively to provide support to individuals
- P6 support individuals to exchange communications with others
- P7 promote constructive communication exchanges during challenging situations
- P8 check that you understand what is being communicated
- P9 ensure others understand the information that you are communicating and clarify points where necessary
- P10 respect individuals' wishes not to engage in communication
- P11 provide relevant, appropriate and comprehensive information when you are communicating with others
- P12 maintain and respect confidentiality of information in all communications

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Knowledge and understanding

You need to know and understand:

- K1 the organisational policies, procedures and codes of conduct relevant to your responsibilities when communicating with individuals about complex and sensitive issues
- K2 the communication methods and approaches best suited to the situation that:
 - K2.1 promote equality and diversity
 - K2.2 promote the rights of people to communicate in their preferred method, media and language
 - K2.3 are effective when dealing with, and challenging discrimination
 - K2.4 encourage individuals to engage in communications
- K3 the importance of promoting a positive flow of information between individuals
- K4 the importance of promoting direct contact which:
 - K4.1 focuses on the individual or groups of individuals
 - K4.2 recognises the need for individuals to communicate at their own pace
 - K4.3 promotes mutual understanding
 - K4.4 promotes active listening
- K5 the different approaches, methods and techniques that support individuals when handling complex and sensitive issues
- K6 how to diffuse or discourage conflict during challenging situations
- K7 when to recognise silence as an effective aide during verbal communication
- K8 how to use verbal or written communication which:
 - K8.1 facilitates positive outcomes
 - K8.2 is constructive
 - K8.3 is relevant and sufficiently comprehensive to be understood by the recipient
 - K8.4 uses language appropriate to the context, audience and information being exchanged
 - K8.5 is responsive in times of difficulty, trouble or danger when matters could quickly get better or worse
- K9 the importance of your communication skills in relation to supporting others
- K10 how your communications skills reflect on you, your organisation and/or workplace
- K11 the organisational policies and procedures in relation to written communications

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K12 the principles of confidentiality, security and sharing of information for
the environment in which you work

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Additional Information

This National Occupational Standard was developed by Skills for Health.

This National Occupational Standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004).

Dimension: Core 1 Communication

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:	