

SFHHI8 - SQA Code HD2W 04

Analyse data and information and present outputs in a health context



Overview

This standard is about analysing data and information, and presenting the outputs of the analysis. You will need to be able to select and use appropriate tools and techniques to analyse data and information. Tools and techniques will vary according to the data and information that is being analysed and your area of work. You will also need to be able to present the outputs of data and information analysis using suitable methods. Presentation methods will depend on the needs of the audience and the type of data and information that is being presented.

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 assess the available tools and techniques for relevance and applicability
- P2 select the appropriate tools and techniques paying due attention to the quality of the data and information available
- P3 determine the resources required to apply the selected tools and techniques
- P4 record your rationale for the selection of tools and techniques
- P5 check conformity with information governance in accordance with legislation and organisational requirements
- P6 analyse the data and information accurately, using the appropriate tools and techniques
- P7 adhere to the relevant data standards
- P8 accurately identify and highlight any anomalies and limitations
- P9 summarise and draw justifiable conclusions from the analysis
- P10 inform the appropriate person(s) where there are significant implications that require decision-making
- P11 take ownership of the outputs of the analysis of data and information
- P12 identify the target audience for the outputs of the analysis
- P13 select a presentation method that is appropriate to the data and information and suitable for the audience
- P14 present the outputs of the analysis in a way that is consistent, comparable and in accordance with agreed formats, governance requirements and relevant
- P15 make clear all assumptions made and degrees of uncertainty in the data and
- P16 check that the outputs of the analysis have been received by the target audience
- P17 make any legitimate changes to the source data and information based on feedback from others, and where necessary, notify the data and information owners
- P18 record changes to the source data and information completely and accurately

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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 importance and reasons for adhering to information governance
- K3 the wider sensitivities of data and information relevant to your role
- K4 the standards regarding data and information (e.g. sources, validity, reliability, completeness, terminology, acronyms, purpose and conventions)
- K5 the data sharing protocols in place which apply to data sources
- K6 the health and business context for data and information requirements (e.g. clinical impact, patient safety issues, increased productivity)
- K7 the different ways in which data and information are processed and used in a health context
- K8 the structure of data and information
- K9 the characteristics of data and information and how they change over time
- K10 the importance of the quality of data and information (including timeliness, validity, accuracy, completeness, appropriate for purpose and accessibility)
- K11 the different methods of validating and verifying the quality of data and information, and how to use them
- K12 the data and information life cycles and the processes within them
- K13 the audience requirements for data and information, as well as the likely audience
- K14 the tools and techniques available to analyse and present data and information
- K15 how to select and use the tools and techniques
- K16 the limitations of the available tools and techniques
- K17 the types of anomalies that may occur and how these can be identified
- K18 the standards, conventions and templates for analysis
- K19 the presentation methods to display and report data and information analysis
- K20 the reporting structures that exist within your organisation
- K21 the reasons why it is important to check that the audience has received the data and information
- K22 the potential impact the presentation of outputs will have

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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: IK2 Information collection and analysis

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:	