

## SFHGEN79 - SQA Code HD3G 04

### Coordinate the progress of individuals through care pathways



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#### Overview

This standard is about coordinating the effective management of individuals through care pathways within any health or social care setting or context. Patient pathways are determined by the specific needs of the individual and their condition.

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 the roles and responsibilities of others involved in the delivery of care pathways
  - P2 adhere to legislation, protocols and guidelines relevant to your role and area of
  - P3 record, store and share patient documentation and information in line with patient confidentiality and data protection
  - P4 recognise the boundary of your role and responsibility and the situations that are beyond your competence and authority
  - P5 identify the resources required for the effective transfer of individuals along care pathways and liaise with colleagues to ensure their availability
  - P6 coordinate aspects of the care pathway, to achieve the best outcome for the
  - P7 identify potential problems that can arise as individuals move along the care pathway and identify the actions required to overcome these
  - P8 identify the prompt and effective action required when there is deviation from the planned pathway
  - P9 communicate information regarding the individual, their needs and treatment as the individual is transferred to the care of colleagues, other departments or services
  - P10 contribute to the review of care pathways and update as necessary to ensure efficiency and effectiveness

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the types of information that need to be shared with others as individuals progress through their care pathways
- K2 the nature, sequence and urgency of each part of the care pathway
- K3 the reasons for reviewing individuals' priorities and the frequency with which this should be undertaken
- K4 the requirements of each stage of the individual's care pathway, and how the number of individuals that access services can be managed and optimised
- K5 the care pathway steps and the importance of maintaining individual safety when supporting the operation of care pathways
- K6 the importance of effective communication with all involved in the management and delivery of patient pathways
- K7 the factors influencing the efficiency and effectiveness of care pathways and how potential problems can be prevented
- K8 the resources that are required at each stage of the care pathway
- K9 the time individuals spend at each stage of the care pathway, and how to manage this effectively
- K10 the policy and procedures for recording information related to the care pathway
- K11 the protocols and guidelines for prioritising care and treatment
- K12 the information that should be collected as part of the audit processes
- K13 current legislation, guidelines, policies and protocols which affect your responsibilities and work practice
- K14 the policies and guidance which clarify your scope of practice
- K15 the boundaries of your role and the importance of working within your scope of practice
- K16 the roles and responsibilities of others involved in the delivery of care pathways

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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: HWB2 Assessment and care planning to meet health and wellbeing needs

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

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

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

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

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	