

SFHII9 - SQA Code HD46 04

Monitor, evaluate and improve the management of data and information in a health context



Overview

This standard is about monitoring, evaluating and recommending improvements to the management of data and information. You will need to be able to establish and use monitoring methods, including interviewing, as well as recommend improvements to the management of data and information.

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

SFHII9 - SQA Code HD46 04

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Performance criteria

You must be able to:

- P1 discuss and agree the aspects of data and information management that require monitoring and evaluation with colleagues and relevant others
- P2 establish the required liaison and consultation with colleagues and relevant others
- P3 establish and use suitable methods for monitoring and evaluating the management of data and information
- P4 monitor and evaluate the management of data and information in accordance with legal and organisational requirements
- P5 analyse and record the results of monitoring and evaluation within the required timescale
- P6 check conformity with national standards, in accordance with legislation and organisational requirements
- P7 base recommendations for improvements to the management of data and information on the results of monitoring and evaluation
- P8 identify relevant others who need to be involved in developing recommendations for improvements
- P9 present your recommendations for improvements in a form that can lead to effective implementation

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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 health and business context for data and information management (e.g. clinical impact, patient safety, increased productivity)
- K6 the different ways in which data and information are processed and used in a health context
- K7 the ways in which patients take responsibility for their health care and the access they have to their information
- K8 the flow of data and information within your area of work
- K9 the process of data management and information flows
- K10 the structure of data and information
- K11 the characteristics of data and information
- K12 the importance of the quality of data and information (including timeliness, accuracy, completeness, appropriate for purpose and accessibility)
- K13 the different methods of validating the quality of data and information, and how to use them
- K14 how to monitor and review the administration of data and information
- K15 the importance of having a clear framework within which to monitor and evaluate data and information
- K16 the importance of communicating and discussing the monitoring and evaluation of data and information with colleagues and relevant others (e.g. clinicians, patients, carers, data providers)
- K17 the processes to engage clinical colleagues
- K18 how to maintain awareness of technological change and how these may improve the management of data and information

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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:	