

About this Unit

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 practice reflects up to the date information and policies.

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit.
<ul style="list-style-type: none"> ◆ The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, your assessor may observe you check conformity with information governance in accordance with legislation and organisational requirements. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, your assessor may ask you to explain, using an example from practice, the reasons why it is important to check that the audience has received the data and information.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 The relevant legislation, policies, procedures, codes of practice and guidelines in relation to information management.	
2 The importance and reasons for adhering to information governance.	
3 The wider sensitivities of data and information relevant to your role.	
4 The standards regarding data and information (eg, sources, validity, reliability, completeness, terminology, acronyms, purpose and conventions).	
5 The data sharing protocols in place which apply to data sources.	
6 The health and business context for data and information requirements (eg, clinical impact, patient safety issues, increased productivity).	
7 The different ways in which data and information are processed and used in a health context.	
8 The structure of data and information.	
9 The characteristics of data and information and how they change over time.	
10 The importance of the quality of data and information (including timeliness, validity, accuracy, completeness, appropriate for purpose and accessibility).	
11 The different methods of validating and verifying the quality of data and information, and how to use them.	
12 The data and information life cycles and the processes within them.	
13 The audience requirements for data and information, as well as the likely audience knowledge and skills.	
14 The tools and techniques available to analyse and present data and information.	
15 How to select and use the tools and techniques.	
16 The limitations of the available tools and techniques.	
17 The types of anomalies that may occur and how these can be identified.	
18 The standards, conventions and templates for analysis.	

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
19 The presentation methods to display and report data and information analysis.	
20 The reporting structures that exist within your organisation.	
21 The reasons why it is important to check that the audience has received the data and information.	
22 The potential impact the presentation of outputs will have.	

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Assess the available tools and techniques for relevance and applicability.					
2	Select the appropriate tools and techniques paying due attention to the quality of the data and information available.							
3	Determine the resources required to apply the selected tools and techniques.							
4	Record your rationale for the selection of tools and techniques.							
5	Check conformity with information governance in accordance with legislation and organisational requirements.							
6	Analyse the data and information accurately, using the appropriate tools and techniques.							
7	Adhere to the relevant data standards.							
8	Accurately identify and highlight any anomalies and limitations.							
9	Summarise and draw justifiable conclusions from the analysis.							
10	Inform the appropriate person(s) where there are significant implications that require decision-making.							
11	Take ownership of the outputs of the analysis of data and information.							
12	Identify the target audience for the outputs of the analysis.							
13	Select a presentation method that is appropriate to the data and information and suitable for the audience.							
14	Present the outputs of the analysis in a way that is consistent, comparable and in accordance with agreed formats, governance requirements and relevant standards.							
15	Make clear all assumptions made and degrees of uncertainty in the data and information.							
16	Check that the outputs of the analysis have been received by the target audience.							
17	Make any legitimate changes to the source data and information based on feedback from others, and where necessary, notify the data and information owners.							

Performance Criteria	DO	RA	EW	Q	P	WT	PD
18 Record changes to the source data and information completely and accurately.							

DO = Direct Observation

EW = Expert Witness

PD = Professional Discussion

RA = Reflective Account

P = Product (Work)

Q = Questions

WT = Witness Testimony

To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date: