

SFHGEN69

Capture and transmit information using electronic communication media



Overview

This standard covers capturing patient information and transmitting it to another location using electronic communication media. It involves the need to work collaboratively with the person in the second location to ensure the effective collection and transfer of information. Such information is transferred for analysis and/or storage.

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 set up transmission equipment in accordance with manufacturer's instructions and in a manner that will optimise data collection and transfer
- P2 test the transmission equipment and correct any faults, or report it as unfit for use, as appropriate to the circumstance and your scope of practice
- P3 position data capture components and transmission equipment in the optimum location for clear and accurate collection of data
- P4 clarify and confirm the information required by the receiving colleague
- P5 obtain and transmit the information specified by the receiving colleague in as short a time period as possible
- P6 check and confirm that the information has been transmitted successfully, adjusting settings and re-sending as necessary until this is achieved
- P7 alert the receiving colleague to:
 - P7.1 any factors present at the individual's location which might have an influence on the assessment being made and/or information being transmitted
 - P7.2 any changes in the individual's condition which may not necessarily be apparent from the information transmitted
 - P7.3 any additional aspects of the individual's condition which may not necessarily be apparent from the information transmitted
- P8 communicate with the receiving colleague clearly and effectively, and as appropriate to the communication system in operation
- P9 record, store and share the transmitted information, in accordance with patient confidentiality, data protection and other relevant legislation, protocols and guidelines

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Knowledge and understanding

You need to know and understand:

- K1 the steps you would take to ensure that the privacy, dignity, wishes and beliefs of the individual are maintained whilst capturing and transmitting information
- K2 the importance of clear communication between distant locations and how you would establish this
- K3 the range of information required for the recipient to be able to advise and assist effectively
- K4 the importance of a thorough, systematic and logical approach to information capture, use and analysis and the potential risks associated with not following this
- K5 why it is important to be aware of and capture changes in the individual/their condition over the course of the process, so that the recipient of the data is able to keep up to date and advise or assist you appropriately
- K6 the processes and guidelines associated with different types of communication systems used in telemedicine
- K7 the set up and operation of data capture, transmission and telemetry equipment for obtaining and transmitting data
- K8 common, routine faults in data capture and transmission equipment and actions to take to resolve them, including arranging for maintenance or removing it from service
- K9 your own role and responsibilities for the care and operation of transmission equipment
- K10 the need for an effective partnership with the recipient of the information and the steps that are needed to facilitate this
- K11 the importance of recording, storing and sharing information appropriately and in accordance with patient confidentiality, data protection and other relevant legislation, protocols and guidelines
- K12 the ethics concerning consent and confidentiality, and how to manage the tensions which may exist between an individual's rights and the organisation's responsibility to individuals
- K13 the 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 own scope of practice

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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: IK3 Knowledge and information resources

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