

SFHHI10

Comply with an external audit of data and information in a health context



Overview

This standard is about complying with an external audit of data and information. The standard does not cover carrying out an audit, which is dealt with separately. You will need to be able to support auditors to carry out an audit and maintain effective working relationships with them. This will involve preparing colleagues and others for the audit, providing auditors with necessary information and advice, and referring auditors to others. You will also need to be able to respond appropriately to the results of the audit. This will involve handling the recommendations of the audit, agreeing courses of action, communicating the response to the audit and recording the response.

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 support auditors to carry out an audit of data and information management in a professional manner
- P2 prepare colleagues and others for the audit in accordance with your level of responsibility
- P3 provide the auditors with the necessary information and advice to enable them to meet the requirements of the audit
- P4 refer auditors to relevant others where you are unable to provide them with the necessary information and advice
- P5 maintain effective working relationships with the auditors
- P6 discuss and, where necessary, clarify the recommendations of the audit with the auditors and relevant others
- P7 identify the risks involved in implementing the recommendations of the audit
- P8 handle any conflicts concerning the recommendations of the audit effectively
- P9 agree courses of action with the auditors and relevant others, according to the recommendations of the audit
- P10 communicate the response to the audit to relevant others in accordance with your level of responsibility
- P11 ensure implementation of the agreed courses of action within your area of responsibility as fully as possible
- P12 record the response to the audit clearly 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, control files, validity, reliability, completeness, terminology, acronyms, purpose and conventions)
- K5 the health and business context for data and information requirements (e.g. clinical impact, patient safety, productivity)
- K6 the different ways in which data and information are used in a health context
- K7 the types of external audits there may be in your area of practice
- K8 the ways in which auditors are appointed
- K9 the nature of the audit cycle
- K10 the purpose of external audits
- K11 the ways in which audits are carried out
- K12 the roles and responsibilities of the auditors
- K13 the contribution which you can make to the audit
- K14 the limitations of the audit process
- K15 the importance of discussing and clarifying audit recommendations
- K16 the reasons why it is necessary to identify risks involved in audit recommendations
- K17 the types of conflicts which may occur due to audit recommendations and how these should be handled
- K18 how to implement courses of action in accordance with the audit recommendations

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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: Core 5 Quality

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Developed by	Skills for Health
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Version number	1
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Date approved	June 2010
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Indicative review date	June 2012
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Validity	Current
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Status	Original
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Originating organisation	Skills for Health
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Original URN	HI10
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Relevant occupations	Health, Public Services and Care; Health Professionals; Healthcare and Related Personal Services
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Suite	Health Informatics
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Key words	Audit, external audit, data, information, health
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