

[Unique Reference Number]

Organise the retention and destruction of health records



Overview

This standard is about organising the retention and destruction of health records. You will need to be able to appraise health records to determine the appropriate course of action e.g. retain health records in current filing system, move health records to archives, or securely destroy. You will also need to ensure health records are tracked appropriately.

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 appraise individual records to determine the appropriate course of action in accordance with organisational requirements
- P2 arrange for health records to be:
 - P2.1 retained in the current filing system
 - P2.2 permanently preserved in archives
 - P2.3 securely destroyed
 - P2.4 converted into other media
- P3 ensure health records are tracked appropriately

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Knowledge and understanding

You need to know and understand:

- K1 the relevant legislation, policies, protocols, codes of practice and guidelines in relation to health records
- K2 the components of the information governance framework e.g. data quality, records management, data protection, information security and confidentiality
- K3 how to appraise health records to determine the appropriate course of action
- K4 the methods and procedures for:
 - K4.1 retaining health records in the current filing system
 - K4.2 preserving health records in archives
 - K4.3 securely destroying health records
 - K4.4 converting health records into other media
- K5 how to update the tracking system

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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

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Developed by	Skills for Health
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Originating organisation	Skills for Health
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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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