

SFHHI23

Arrange the transportation of health records



Overview

This standard is about arranging for the transportation of health records. You will need to appraise individual records and make arrangements for the transportation of health records.

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 the appropriate records to be securely transported using agreed methods
- 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 transporting health records
- 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: EF3 Transport and logistics

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