SFHHI6
Identify and specify data and information requirements in a health context

Overview

This standard is about identifying and specifying data and information requirements. The work covered in this competence could be carried out on a routine basis or could be for ad hoc requirements. You will need to be able to identify the data and information requirements through consulting with colleagues and the target audience. You will also need to identify the variables that affect the data and information and agree reporting relationships.

Users of this standard will need to ensure that practice reflects up to date information and policies.

SFHHI6
Identify and specify data and information requirements in a health context

Performance criteria

You must be able to:

P1   identify and respond to the target audiences needs for the data and information

P2   take into account the knowledge of the target audience and the sensitivity of the data and information involved

P3   consult with colleagues and the target audience to identify and negotiate

P4   identify the data and information available and any limitations which constrain the audiences requirements

P5   identify and select the most appropriate sources of data and information

P6   identify all the appropriate variables that affect the data and information to be provided

P7   enable the audience to understand the meaning and significance of the variables

P8   check conformity with information governance in accordance with legislation and organisational requirements

P9   identify the resources required and the limitations, assumptions, costs and timescales that will affect the work to be carried out

P10   gain agreement to access the sources of data and information identified

P11   record the details required for the specification in a structured and logical way

P12   ensure that all abbreviations and technical terminology used in the specification are clearly explained

P13   adhere to the relevant data standards

P14   agree reporting responsibilities and mechanisms with the audience

SFHHI6
Identify and specify data and information requirements in a health context

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 reasons for adhering to information governance

K3   your organisation's planning cycles and objectives

K4   the wider sensitivities of data and information relevant to your role and the requirement

K5   the need for consistent standards regarding data and information (e.g. sources, validity, reliability, completeness, terminology, acronyms, purpose and conventions)

K6   the professional codes of ethics in your area of practice

K7   the health and business context for data and information requirements (e.g. clinical impact, patient safety issues, increased productivity)

K8   the different ways in which data and information are used in a health context

K9   the difference between routine and ad hoc data and information requirements

K10 the different processes required for routine and ad hoc data and information

K11 the data and information that hasn't been recorded before and the new requirements this creates

K12 the different dimensions of data and information

K13 the objectives and purpose of the information and data

K14 the frequencies of routine data and information

K15 the resources required for the provision of data and information and how to identify them

K16 the system/s in place to provide data and information

K17 the relevant data and information sources and how these should be accessed

K18 the importance of accurately recording data and information requirements

K19 the types of system limitations, limitations caused by data quality and resource limitations that may exist

K20 how to record the details required for the specification

K21 the various ways in which data and information is grouped

K22 the relevant classification systems and coding classifications and terminology

K23 how to identify audience requirements for data and information and express how it is/is not possible to meet these

K24 how to establish reporting responsibilities and mechanisms with the

SFHHI6

Identify and specify data and information requirements in a health context

audience

SFHHI6

Identify and specify data and information requirements in a health context

Additional Information

External Links   This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004):

Dimension: IK1 Information processing

SFHHI6

Identify and specify data and information requirements in a health context

Developed by	Skills for Health
Version number	1
Date approved	June 2010
Indicative review date	June 2012
Validity	Current
Status	Original
Originating organisation	Skills for Health
Original URN	HI6
Relevant occupations	Health, Public Services and Care; Health Professionals; Healthcare and Related Personal Services
Suite	Health Informatics
Key words	Specify data, information, health