

SFHHP4

Collect and validate surveillance data to monitor risks to population health, wellbeing and safety



Overview

This standard is about collecting and validating data. Data may be raw, intermediate or processed, and the sources may be routine or ad hoc, local, regional or national. You will need to be able to collect and collate data using appropriate tools and techniques. You will also need to validate the quality of the data you have collected.

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 confirm the nature of the data to be collected and collated
- P2 review existing and potential methods of data collection
- P3 identify an appropriate method of data collection, taking into account:
 - P3.1 the objective or reason for collecting the data
 - P3.2 the data that you need to collect
 - P3.3 the availability of routinely collected data
 - P3.4 the workloads of operational staff
 - P3.5 the effectiveness of current systems for collecting data
 - P3.6 the effects of different methods on the validity and reliability of the data collected
- P4 collect and collate the required data using the appropriate tools and techniques
- P5 where appropriate, confirm with the data sources the data they are to provide and when they will provide it
- P6 advise data sources where necessary on definitions of cases and categories and how examples should be classified or categorised for reporting
- P7 use resources effectively throughout the process
- P8 validate the quality of the data, using appropriate methods
- P9 where data is incomplete or late, make contact with an appropriate person at the data source to facilitate collection of the data or clearly document why data is missing
- P10 resolve any issues with the quality of the data
- P11 seek further advice where the quality of the data cannot be validated
- P12 report the results of validation to those responsible for the data.
- P13 where appropriate provide recommendations for action to improve data quality

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Knowledge and understanding

You need to know and understand:

- K1 your legal powers and duties, and your responsibilities and accountability under organisational and professional policies and protocols within your work environment
- K2 the importance of working within the limits of your own competence and seeking support and advice when faced with situations outside your competence
- K3 the importance of, and how to achieve, effective communication with a range of individuals to encourage them to cooperate in providing data and information
- K4 accepted standards regarding data and information
- K5 appropriate methods of data and information collection and what this means
- K6 the various tools and techniques for data and information collection in your area of practice
- K7 sources of data to be collected and who to contact at the source
- K8 the importance of backing up data and good data management protocols
- K9 the objectives, purpose and benefits of the data collection and collation
- K10 the relevant classification systems and methods of categorising data
- K11 the validation principles for the data in question
- K12 the importance of the quality of data
- K13 the different methods of validating the quality of data, and how to use them

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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: IK2 Information collection and analysis

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