

SFHSS33

Enter, retrieve and print data in a database



Overview

This standard is about updating databases, locating information on the database and generating reports. You can use any computer program capable of processing data.

You must obtain any necessary permission to access data files and generate database reports. You are expected to make correct use of help files, and facilities to file and check data and modify document format.

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 obtain clear information on the data you should enter and find
- P2 obtain any necessary permission to access the relevant database files
- P3 input, amend and delete data accurately and completely using the correct procedures
- P4 use available automated facilities for checking data
- P5 find the required data using agreed procedures
- P6 use program help files effectively
- P7 maintain data integrity, following your organisation's procedures
- P8 promptly and accurately report any problems to the relevant person
- P9 obtain clear requirements from the person who asks for the report
- P10 obtain the necessary permission to access the data file and generate a report
- P11 choose a report format that meets the requirements of the person who requested
- P12 use the available software facilities to modify the document format, as required
- P13 ensure the final report is complete and meets the agreed requirements
- P14 give the final report to the person who asked for it in the form they requested
- P15 making any amendments to the report as requested

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Knowledge and understanding

You need to know and understand:

- K1 why it is important to obtain clear information on the data to be entered and found, and what might happen if you do not
- K2 why you may need permission to access certain files and how to obtain it
- K3 how to locate and retrieve the database files you need
- K4 how to use sort and standard query routines to find data
- K5 how to use the available software and automated facilities
- K6 how to use program help files
- K7 how to maintain the integrity of the files you are using
- K8 the limits of your responsibility for data entry and updating database files
- K9 the importance of checking the data
- K10 the importance of conforming to your organisation's requirements
- K11 why it is important to have clear information on the type of report required
- K12 how to use the software to select a report format
- K13 how to use the software functions to make simple modifications to the report format
- K14 why it is important to check the final document and make sure it is complete
- K15 how to make sure the printer is correctly set up for the report
- K16 the types of problems that may occur when the document is printed and how to deal with these

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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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Validity Current

Status Original

Originating organisation This NOS was originally developed by the Council for Administration as Unit 205.

Original URN SS33

Relevant occupations Health, Public Services and Care; Health and Social Care; Managers and Senior Officials; Associate Professionals and Technical Occupations; Health and Social Services Officers; Health Associate Professionals; Personal Service Occupations; Healthcare and Related Personal Services

Suite Support Services

Key words Portering, Cleaning, Housekeeping, Laundry, Health Records, Mail, Security
