

SFHSS37

Administer the current records system



Overview

This standard is about administering the current records system. You are expected to

1. identify records due for return and records required by users which are out
2. recall records and record their return
3. identify records to be withdrawn
4. determine whether to store or dispose of records
5. complete and record the withdrawal

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

SFHSS37

Administer the current records system

Performance criteria

You must be able to:

- P1 identify when records are due for return
- P2 identify records demanded by users which are already in use by others
- P3 recall records when required by a priority user
- P4 explain to users when records will become available
- P5 record the return and re-issue of records accurately
- P6 confirm the criteria for withdrawing the record with a person in authority
- P7 identify records which match the criteria for withdrawal
- P8 check with a person in authority the eligibility for withdrawal of any records over which you have doubts
- P9 determine whether to store or to dispose of the records
- P10 complete the withdrawal promptly
- P11 record the action taken in the appropriate format

SFHSS37

Administer the current records system

Knowledge and understanding

You need to know and understand:

- K1 what to do when a record that is not available is required by a user
- K2 how to identify when records are due for return
- K3 how to explain when records will be available to users
- K4 how to record the return and re-issue of records
- K5 who the priority users are
- K6 what format to use to record the withdrawal
- K7 how to identify the criteria for withdrawal of records
- K8 how to match records with the criteria
- K9 how to determine whether to store or dispose of a record
- K10 with whom to check the criteria for withdrawal and the eligibility of records for withdrawal

SFHSS37

Administer the current records system

Additional Information

External Links

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

Dimension: IK1 Information Processing

SFHSS37

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Developed by	Skills for Health
Version number	1
Date approved	June 2010
Indicative review date	June 2012
Validity	Current
Status	Original
Originating organisation	This NOS was originally developed by the Information Services National Training Organisation as Unit R2/4
Original URN	SS37
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