

HT4 Manage and organise your own time and activities

OVERVIEW

This standard is about managing and organising your own time and activities so that you can carry out your responsibilities. It is appropriate for anyone who is responsible for organising their own diary. Users of this competence will need to ensure that practice reflects up to date information and policies. Version No 1

KNOWLEDGE AND UNDERSTANDING

You will need to know and understand:

1. the best ways to work with individuals so that they have confidence in you
2. how to plan, manage and organise your own time to enable you carry out work activities effectively
3. the risks that might occur in different situations
4. how to assess and manage risks to you and others in different situations
5. the legislation that relates to your own work and how the legislation should affect how you carry out your work
6. the policies and procedures of your employing organisation (including those relating to confidentiality, health and safety, equality and diversity)
7. the data collection, storage and retrieval systems in own organisation
8. the principles of effective communication with:
 1. communities
 2. people in own and other agencies
 3. significant others
9. your own role and responsibilities and from whom assistance and advice should be sought if necessary
10. the principles of equality, diversity and anti-discriminatory practice and how to apply these in own work
11. how to develop your own competence and the benefits of doing this

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.agree with your manager and/or work team:
 - 1.who you will be working with
 - 2.when
 - 3.where
- 2.plan your work and time so that you can meet the commitments you have made with individuals and the requirements of your organisation
- 3.identify the risks of the work and how you can best manage the risks to prepare for your work commitments in advance
- 4.undertake your work to time as far as it is possible to do so
- 5.learn from what happens and change your plans accordingly
- 6.seek help and support from your manager and/or work team when you have difficulties meeting your commitments
- 7.complete records of your work activities according to legal and organisational requirements

ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: Core 5 Quality