

CHS221 Report results from healthcare investigations

OVERVIEW

This standard relates to the issuing of a report containing validated results of investigations. The report may be given verbally, in hard copy or electronic format and may be generated automatically according to defined criteria. Reports may be compiled from data or qualitative/descriptive statements. Reports may impact on the clinical management of the individual. Users of this standard 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. your own level of competence, authority and specialist knowledge base related to reporting results
2. the range of stakeholders involved and their information needs
3. the importance, principles, protocols and procedures for maintaining confidentiality and privacy issues relating to reports on individuals
4. the importance of recognising when an investigation is complete and how to collate the completed data
5. where applicable, how to process data to extract relevant and accurate results from the investigations to create a report in line with appropriate guidelines, protocols and procedures
6. the authorisation protocols and procedures required for issuing reports and how to gain this within your work practice
7. how to recognise situations where there is a need for urgent reporting of results to colleagues or key stakeholders
8. the protocols and procedures for providing verbal reports to authorised recipients within your work practice
9. the range of normal values and significance of normal and abnormal results under investigation and their significance
10. the importance of checking that the identity of the individual and the results for the appropriate investigation
11. how to construct the report that is factually accurate and in the appropriate format
12. how and when to add any authorised explanations or include in the report qualitative/descriptive statements to give clarity of the science or technology results in line with your work practice protocols and procedures
13. how to recognise anomalous results and the appropriate actions required
14. how and when to generate additional results

- 15.the current national legislation, guidelines, local policies and protocols which affect your work practice
- 16.the policies and guidance that clarify your scope of practice, accountabilities and the working relationship between yourself and others

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.work within your level of competence, responsibility and accountability
- 2.collate results from complete investigations using the approved protocols and procedures
- 3.check the accuracy of results using defined validation criteria, identify any anomalous results and take the appropriate action
- 4.check the correlation of results with the individual's information and the request form or where appropriate to electronic requesting systems
- 5.where applicable, transfer results into a database or other record in preparation for hard copy or electronic reporting
- 6.consult, as appropriate, with colleagues to support, confirm or resolve any concerns in the reporting of results
- 7.generate the report in the appropriate format, include any required scientific/technological data according to protocol or check the automatic reporting systems for accuracy as appropriate to your work practice
- 8.confirm authorisation from relevant individuals for the release of the generated report
- 9.issue authorised reports in the defined format appropriate to the clinical need in line with appropriate guidelines, protocols and procedures
- 10.always respect the confidentiality and rights of individual, when communicating the reports of their investigations to the authorised recipient
- 11.where appropriate, answer questions according to protocol, raised by the authorised recipient, and refer all queries that are outside your competence or area of responsibility to the appropriate colleagues
- 12.maintain full, accurate and legible records of information collected and make these available for future reference and traceability protocols in line with organisational practice and information governance

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: IK2 Information collection and analysis