



HI2.2010 Assure the quality of data and information in a health context

OVERVIEW

This standard is about assuring the quality of data and information in a health context. You will need to be able to assure the quality of data and information in accordance with legal and organisational requirements. 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.the relevant legislation, policies, procedures, codes of practice and guidelines in relation to assuring the quality of data and information
- 2.the local and national procedures for collecting, entering, communicating and sharing data and information
- 3.the consequences of not adhering to processes for assuring the quality of data and information
- 4.how to maintain the security of data and information
- 5.the relationship between the quality of data and information, and the provision of health care

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.assure the quality of data and information in accordance with legal and organisational requirements
- 2.collect and store data and information correctly
- 3.enter data and information onto systems correctly
- 4.communicate and share data and information correctly
- 5.maintain the accuracy and timeliness of data and information
- 6.maintain the security of data and information

7. encourage others to assure the quality of data and information

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