



HI7.2010 Collect and validate data and information in a health context

OVERVIEW

This standard is about collecting and validating data and information in a health context. You will need to be able to collect data and information using appropriate tools and techniques. You will also need to validate the quality of the data and information you have collected. 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 information management
- 2.the reasons for adhering to information governance when collecting and validating data and information
- 3.the wider sensitivities of data and information relevant to your role
- 4.the accepted standards regarding data and information (e.g. sources, control files, validity, reliability, completeness, terminology, acronyms, purpose and conventions)
- 5.the data sharing protocols in place which apply to data sources
- 6.the health and business context for data and information requirements (e.g. clinical impact, patient safety issues, increased productivity)
- 7.the different ways in which data and information are processed and used in a health context
- 8.the appropriate methods of data and information collection and what this means
- 9.the various tools and techniques for data and information collection in your area of practice
- 10.the nature and sources of the data and information to be collected
- 11.the objectives and purpose of the data and information collection
- 12.the relevant classification systems and coding classifications and terminology
- 13.the validation principles for the data and information in question
- 14.the importance of the quality of data and information (including timeliness, validity, accuracy, completeness, appropriate for purpose and accessibility)
- 15.the different methods of validating the quality of data and information, and how to use them

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.confirm the nature and purpose of the data and information to be collected
- 2.select an appropriate method of data and information collection taking into account information governance requirements
- 3.collect the required data and information using the appropriate tools and techniques
- 4.validate the quality of the data and information using the appropriate methods
- 5.report and resolve issues with the quality of the data and information within the boundaries of your role
- 6.take the appropriate action where the quality of the data and information cannot be validated
- 7.feedback the results of validation to those responsible for the data and information
- 8.apply the required standards to collecting and validating 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: IK2 Information collection and analysis