



SS33 Enter, retrieve and print data in a database

OVERVIEW

This standard is about updating databases, locating information on the database and generating reports. You can use any computer program capable of processing data. You must obtain any necessary permission to access data files and generate database reports. You are expected to make correct use of help files, and facilities to file and check data and modify document format. 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. why it is important to obtain clear information on the data to be entered and found, and what might happen if you do not
2. why you may need permission to access certain files and how to obtain it
3. how to locate and retrieve the database files you need
4. how to use sort and standard query routines to find data
5. how to use the available software and automated facilities
6. how to use program help files
7. how to maintain the integrity of the files you are using
8. the limits of your responsibility for data entry and updating database files
9. the importance of checking the data
10. the importance of conforming to your organisation's requirements
11. why it is important to have clear information on the type of report required
12. how to use the software to select a report format
13. how to use the software functions to make simple modifications to the report format
14. why it is important to check the final document and make sure it is complete
15. how to make sure the printer is correctly set up for the report
16. the types of problems that may occur when the document is printed and how to deal with these

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.obtain clear information on the data you should enter and find
- 2.obtain any necessary permission to access the relevant database files
- 3.input, amend and delete data accurately and completely using the correct procedures
- 4.use available automated facilities for checking data
- 5.find the required data using agreed procedures
- 6.use program help files effectively
- 7.maintain data integrity, following your organisation's procedures
- 8.promptly and accurately report any problems to the relevant person
- 9.obtain clear requirements from the person who asks for the report
- 10.obtain the necessary permission to access the data file and generate a report
- 11.choose a report format that meets the requirements of the person who requested it
- 12.use the available software facilities to modify the document format, as required
- 13.ensure the final report is complete and meets the agreed requirements
- 14.give the final report to the person who asked for it in the form they requested, making any amendments to the report as requested

ADDITIONAL INFORMATION

This standard was developed by the Council for Administration as Unit 206. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: IK1 Information Processing