

BA3 Contribute to the development of organisational policy and practice

OVERVIEW

This standard covers contributing to identifying potential for organisational development and presenting information and ideas on this. 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 effect of statutory requirements, and changes in statutory requirements, upon your organisation and other key organisations in relation to planning development
- 2.your own organisation's relevant policies, practice guidelines, procedures, role boundaries and resources
- 3.your own organisation's structure and functions
- 4.other organisations' structures and functions and how they relate to your organisation
- 5.other key organisations' relevant services and resources, and how to access them
- 6.basic self-monitoring and evaluation methods
- 7.a range of methods and means for the presentation of information and ideas
- 8.a range of strategies for negotiation
- 9.basic research methods relevant to planning development
- 10.how to find out about further sources of relevant information, assistance, advice, support and resources

PERFORMANCE CRITERIA

You must be able to do the following:

- 1.base your initiatives on an awareness of the organisational development required within the existing context
- 2.establish, maintain and develop channels of communication and effective working relationships with relevant parties

3. actively seek relevant information from, and provide to, all appropriate parties
4. consult all relevant parties, and conflicting interests are identified, acknowledged and, where possible, a way forward established where this is not possible, you seek advice on how to deal with this
5. identify and address relevant constraints and obstacles to progress
6. make clear and constructive contributions to establishing aims and objectives for development
7. make clear and constructive contributions to identifying the methods, timescales, roles and resources whereby aims and objectives can be achieved
8. ensure the contributions you propose are consistent with the available information
9. identify and pursue opportunities for progressing organisational development in a creative manner
10. make active contributions in a manner and by means which fit the requirements of the situation
11. provide information that is clear, accurate, relevant to the case, and make it accessible to all appropriate parties, taking account of requirements for confidentiality
12. project the positive aspects, strengths and advantages of changes and/or developments proposed
13. ensure your communications and information are free from discriminatory language and content
14. monitor and review your contribution to achieving objectives, and make plans for further work on the basis of all current information and the availability of resources
15. identify, acknowledge and address constructively conflicting interests, constraints and obstacles to progress
16. record all relevant information accurately, and store it according to organisational policy and practice, including requirements for confidentiality

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 4 Service improvement. This standard has replaced HSC439.