



## BA5 Support effective governance

### OVERVIEW

For this standard you have to establish your organisation's legal, regulatory, social and ethical responsibilities and ensure compliance with legal, regulatory, social and ethical responsibilities. 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 legal and regulatory requirements that apply to your organisation
- 2.organisational requirements or codes of practice for communicating information
- 3.how different people within your organisation are affected by your organisation's legal, regulatory, social and ethical responsibilities
- 4.specialists outside your organisation from whom you can obtain accurate interpretations of legal and regulatory requirements
- 5.how to establish your organisation's social and ethical responsibilities, and whom you need to consult with
- 6.how to interpret the relevance to your organisation of legal and regulatory requirements
- 7.how to communicate your organisation's responsibilities clearly to those responsible for monitoring compliance
- 8.how to communicate clearly to people what they need to do to comply with your organisation's responsibilities
- 9.the range of sources of information about legal and regulatory requirements which may be relevant to your organisation and how to access them
- 10.the importance of obtaining accurate and timely reports of your organisation's performance in complying with its responsibilities and how to do so
- 11.what reports you need to make to what authorities, and how and when to make these reports
- 12.the importance of developing strategies to ensure compliance and how to do so
- 13.the range of systems for monitoring compliance and how to ensure a suitable system is available
- 14.the types of corrective action available and how to choose that which is appropriate

## PERFORMANCE CRITERIA

You must be able to do the following:

1. identify all the legal and regulatory requirements which are relevant to your organisation
2. obtain accurate interpretations of legal and regulatory requirements from external specialists, where required
3. establish how legal and regulatory requirements apply to your organisation
4. clearly establish your organisation's social and ethical responsibilities in consultation with relevant people
5. tell people what they need to do to comply with legal and regulatory requirements and your organisation's social and ethical responsibilities.
6. develop appropriate strategies to ensure your organisation complies with its responsibilities
7. ensure the availability of systems for accurately monitoring your organisation's compliance with its responsibilities
8. obtain accurate and timely reports of your organisation's performance in complying with its responsibilities
9. take prompt and appropriate corrective action if your organisation is not complying with its responsibilities
10. report on your organisation's performance in complying with its responsibilities to the relevant authorities as required

## ADDITIONAL INFORMATION

This National Occupational Standard was developed by Skills for Health. It also appears in the Health and Social Care Standards as HSC440 Support effective governance. This standard links with the following dimension within the NHS Knowledge and Skills Framework (October 2004): Dimension: Core 5 Quality. This standard has replaced HSC440.