

# Transferable Role Template

Career Framework Level 4

Information Administrator

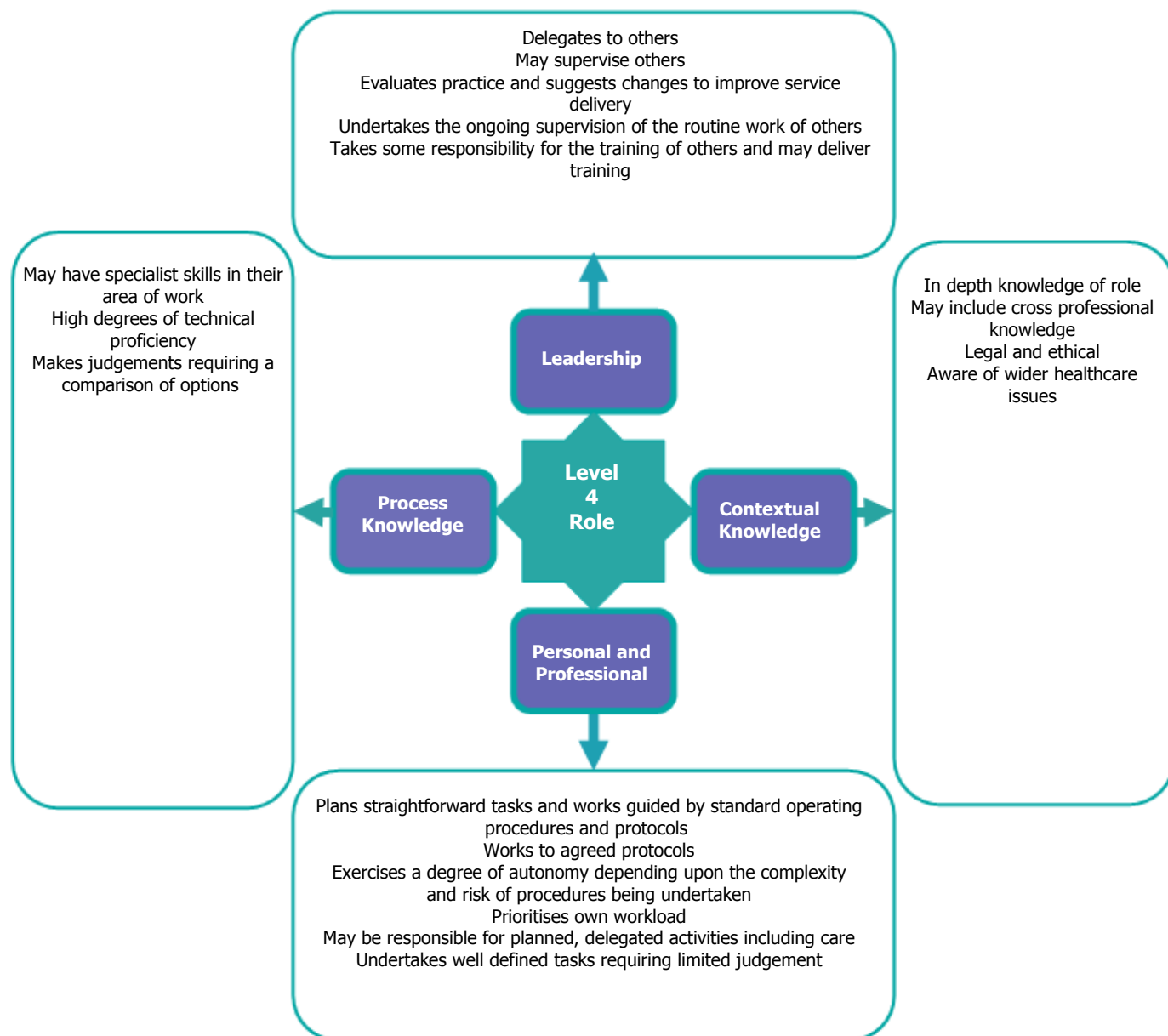
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Developers

SKILLS FOR HEALTH CAREER FRAMEWORK PROJECT

## Level Descriptors

### Key characteristics of a Level 4 Role



### Definition of the Level 4 Role

People at level 4 require factual and theoretical knowledge in broad contexts within a field of work. Work is guided by standard operating procedures, protocols or systems of work, but the worker makes judgments, plans activities, contributes to service development and demonstrates self- development. They may have responsibility for supervision of some staff.

### Example of Role at Level 4

Assistant Practitioner:

Assistant practitioners have a required level of knowledge and skill enabling them to undertake tasks that may otherwise have been undertaken by a practitioner. They will have developed specific technical skills and have a high degree of technical proficiency. They will exercise a degree of autonomy and undertake well defined tasks requiring limited judgement. They may have line management responsibility for others.

An assistant practitioner is a worker who competently delivers health and/or social care to and for people. They have a required level of knowledge and skill beyond that of the traditional healthcare assistant or support worker. The assistant practitioner would be able to deliver elements of health and social care and undertake clinical work in domains that have previously only been within the remit of registered professionals. The assistant practitioner may transcend professional boundaries. They are accountable to themselves, their employer, and more importantly, the people they serve.

The characteristics of an assistant practitioner have been developed by Skills for Health working with focus groups of employers and other stakeholders.

### Basic Information:

Named Role	<b>Information Administrator</b>
Area of work	Primary Care
Role Family	Health Informatics
Experience required	N/A
Career Framework Level	4

## Summary of Role

To provide high quality data collection and interpretation for specific primary care

## Scope of the Role

To provide high quality data collection and interpretation for specific primary care. Act as the lead contact for collecting, recording and monitoring primary care information, lead in designing new systems which enable a vast amount of data to be analysed

To provide high quality data collection and interpretation for specific primary care

Act as the lead contact for collecting, recording and monitoring primary care information, lead in designing new systems which enable a vast amount of data to be analysed

Ensure the production of regular, accurate and timely reports

Communicate with line management over any concerns with the quality of data and produce action plans to resolve such problems

Alert line management with problems in patient pathways in line with the 18 week referral to treatment targets

Collect data from every referral received into the above names clinic, for example referring GP, reason for referral, date appointment made using Choose and Book and the appropriate computer system

Collect information on each patients pathway from when they were referred to when they are discharged from careRecord and monitor wait times, did not attend (DNA) rates and cancellations

## Level 4 Core Competences / National Occupational Standards:

Underpinning Principle	Reference Function		Competence
<b>1. COMMUNICATION</b>	1.2	Communicate effectively	GEN97 Communicate effectively in a healthcare environment <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3001">http://tools.skillsforhealth.org.uk/competence/show/html/id/3001</a>
<b>2. PERSONAL &amp; PEOPLE DEVELOPMENT</b>	2.1.1	Develop your own practice	SCDHSC0023 Develop your own knowledge and practice <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3517">http://tools.skillsforhealth.org.uk/competence/show/html/id/3517</a>
	2.1.2	Reflect on your own practice	GEN23 Monitor your own work practices <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2051">http://tools.skillsforhealth.org.uk/competence/show/html/id/2051</a>
<b>3. HEALTH SAFETY &amp; SECURITY</b>	3.5.1	Ensure your own actions reduce risks to health and safety	IPC2.2012 Perform hand hygiene to prevent the spread of infection <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3309">http://tools.skillsforhealth.org.uk/competence/show/html/id/3309</a>
			PROHSS1 Make sure your own actions reduce risks to health and safety <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3327">http://tools.skillsforhealth.org.uk/competence/show/html/id/3327</a>
			PMWRV1 Make sure your actions contribute to a positive and safe working culture <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/4027">http://tools.skillsforhealth.org.uk/competence/show/html/id/4027</a>
	3.5.2	Protect individuals from abuse	SCDHSC0024 Support the safeguarding of individuals <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3518">http://tools.skillsforhealth.org.uk/competence/show/html/id/3518</a>
<b>5. QUALITY</b>	5.1.1	Act within the limits of your competence and authority	GEN63 Act within the limits of your competence and authority <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/85">http://tools.skillsforhealth.org.uk/competence/show/html/id/85</a>
	5.1.2	Manage and organise your own time and activities	HT4 Manage and organise your own time and activities <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2501">http://tools.skillsforhealth.org.uk/competence/show/html/id/2501</a>
<b>6. EQUALITY &amp; DIVERSITY</b>	6.1	Ensure your own actions support equality of opportunity and diversity	SCDHSC0234 Uphold the rights of individuals <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3506">http://tools.skillsforhealth.org.uk/competence/show/html/id/3506</a>
<b>B. HEALTH INTERVENTION</b>	B2.1	Obtain information from individuals about their health status and needs	CHS169 Comply with legal requirements for maintaining confidentiality in healthcare <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2820">http://tools.skillsforhealth.org.uk/competence/show/html/id/2820</a>
<b>D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY</b>	D2.4	Maintain information / record systems	CFA_BAD332 Store and retrieve information using a filing system <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/4104">http://tools.skillsforhealth.org.uk/competence/show/html/id/4104</a>

<b>H. MANAGEMENT &amp; ADMINISTRATION</b>	H1.3.1	Contribute to the effectiveness of teams	SCDHSC0241 Contribute to the effectiveness of teams <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3509">http://tools.skillsforhealth.org.uk/competence/show/html/id/3509</a>
	H2.6	Receive and pass on messages and information	ESKITU020 Use digital communications <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/4150">http://tools.skillsforhealth.org.uk/competence/show/html/id/4150</a>

### Role Specific Competences / National Occupational Standards:

Underpinning Principle	Reference Function		Competence
<b>2. PERSONAL &amp; PEOPLE DEVELOPMENT</b>	2.2.1	Support the development of the knowledge and practice of individuals	CFAM&LDC2 Support individuals' learning and development <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3793">http://tools.skillsforhealth.org.uk/competence/show/html/id/3793</a>
<b>3. HEALTH SAFETY &amp; SECURITY</b>	3.5.1	Ensure your own actions reduce risks to health and safety	GEN96 Maintain health, safety and security practices within a health setting <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2859">http://tools.skillsforhealth.org.uk/competence/show/html/id/2859</a>
<b>6. EQUALITY &amp; DIVERSITY</b>	6.2	Promote equality of opportunity and diversity	SCDHSC3111 Promote the rights and diversity of individuals <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3540">http://tools.skillsforhealth.org.uk/competence/show/html/id/3540</a>
<b>B. HEALTH INTERVENTION</b>	B3.3.4	Prepare environments and resources for use in health care activities	GEN6.2012 Manage environments and resources for use during healthcare activities <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3381">http://tools.skillsforhealth.org.uk/competence/show/html/id/3381</a>
	B3.4.1	Receive and direct requests for health care assistance using protocols and guidelines	GEN59 Direct requests for assistance, care or treatment using protocols and guidelines <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/412">http://tools.skillsforhealth.org.uk/competence/show/html/id/412</a>
<b>C. HEALTH PROMOTION &amp; PROTECTION</b>	C2.2	Provide information to individuals, groups and communities about promoting health	LSILARIMS07 Help users to access information <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3337">http://tools.skillsforhealth.org.uk/competence/show/html/id/3337</a>
<b>D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY</b>	D1.2	Develop models for processing data/information	HI5.2010 Develop models for processing data and information in a health context <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2978">http://tools.skillsforhealth.org.uk/competence/show/html/id/2978</a>
	D2.1	Collect and validate data and information for processing	HI7.2010 Collect and validate data and information in a health context <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2980">http://tools.skillsforhealth.org.uk/competence/show/html/id/2980</a>

	D2.2	Input data/information for processing	IUF:FS IT user fundamentals <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2885">http://tools.skillsforhealth.org.uk/competence/show/html/id/2885</a>
	D2.3	Analyse data/information	HI8.2010 Analyse data and information and present outputs in a health context <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2981">http://tools.skillsforhealth.org.uk/competence/show/html/id/2981</a>
	D2.4	Maintain information / record systems	CFABAD332 Store and retrieve information <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3703">http://tools.skillsforhealth.org.uk/competence/show/html/id/3703</a>
<b>E. FACILITIES &amp; ESTATES</b>	E2.1.1	Control and maintain access to premises and property	CFABAC311 Meet and welcome visitors <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3689">http://tools.skillsforhealth.org.uk/competence/show/html/id/3689</a>
	E2.2.2	Transport resources	SS06 Transport supplies of physical resources within the work area <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2133">http://tools.skillsforhealth.org.uk/competence/show/html/id/2133</a>
<b>H. MANAGEMENT &amp; ADMINISTRATION</b>	H2.1	Administer diary appointment systems	GEN25 Administer appointments <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/2292">http://tools.skillsforhealth.org.uk/competence/show/html/id/2292</a>
	H2.5	Produce documents to an agreed specification	CFABAD312 Prepare text from recorded audio instruction <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3711">http://tools.skillsforhealth.org.uk/competence/show/html/id/3711</a>
	H2.6	Receive and pass on messages and information	SCDHSC0242 Deal with messages and information <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3510">http://tools.skillsforhealth.org.uk/competence/show/html/id/3510</a>
	H2.7	Use office equipment	CFABAA231 Use office equipment <a href="http://tools.skillsforhealth.org.uk/competence/show/html/id/3708">http://tools.skillsforhealth.org.uk/competence/show/html/id/3708</a>

**Facets of Role (National Occupational Standards):**

Underpinning Principle	Reference Function		Competence
		None Assigned	



**Locality Specific Competences / National Occupational Standards:**

Underpinning Principle	Reference Function		Competence
		None Assigned	

## Indicative Learning and Development

<b>Transferable role</b>	<b>Information Administrator</b>
<b>Formal endorsed learning</b>	
<b>Informal learning</b>	
<b>Summary of learning and development including aims and objectives</b>	
<b>Duration</b>	
<b>National Occupational Standards used</b>	
<b>Credits (including framework used)</b>	
<b>Accreditation</b>	
<b>APEL and progression</b>	
<b>Programme structure</b>	
<b>Continuous Professional Development</b>	Not specified
<b>Resources required, e.g. placement learning, preceptors, accredited assessors etc</b>	
<b>Quality Assurance</b>	
<b>Policies included in learning programme documentation</b>	
<b>Funding</b>	
<b>Leading to registration or membership with:</b>	

## References & Further Information:

N/A