

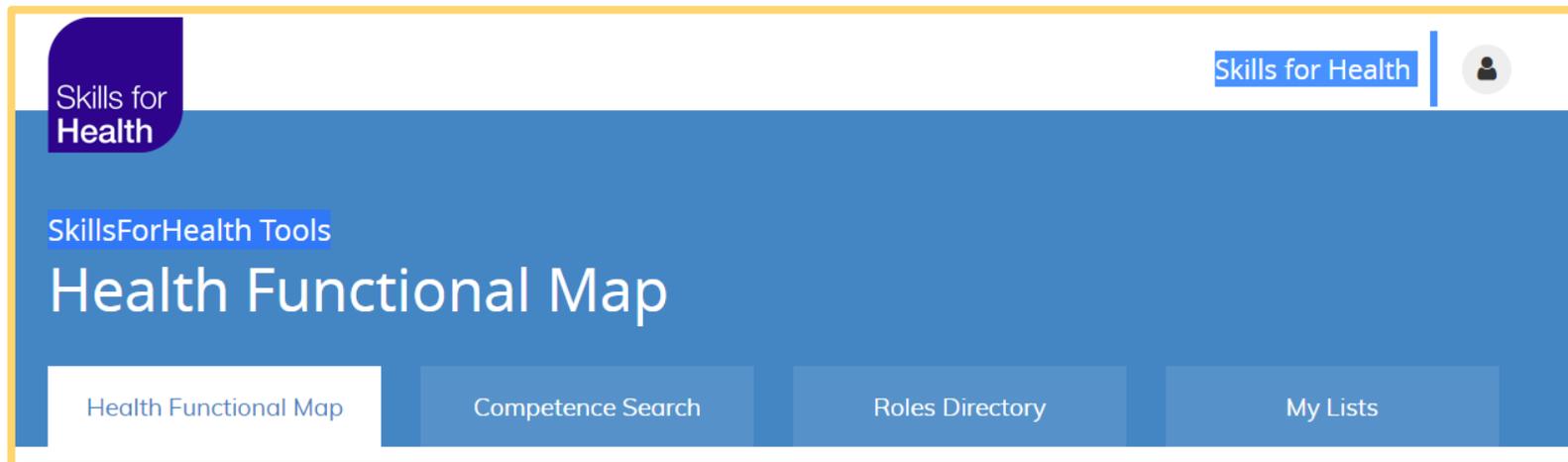


Better Skills | Better Jobs | Better Health

# Health Functional Map

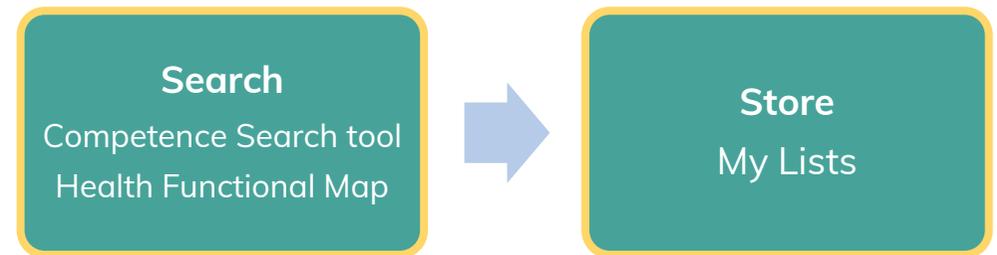
## User Guide

Step by step instructions



## Health Functional Map

The Health Functional Map (HFM) is one of the tools to help you find competences from within the Skills for Health (SFH) competence database. The tool is based upon the SFH 'Health Functional Map' that covers all the functions that are needed to deliver effective health care services. It contains a breakdown of levels, starting with broad functions, drilling down to more detailed sub-functions. The end point of the map is where National Occupational Standards (NOS) sit and from where you can add them to your competence lists. This document is a step-by-step guide on how to use the HFM, it covers the following topics:



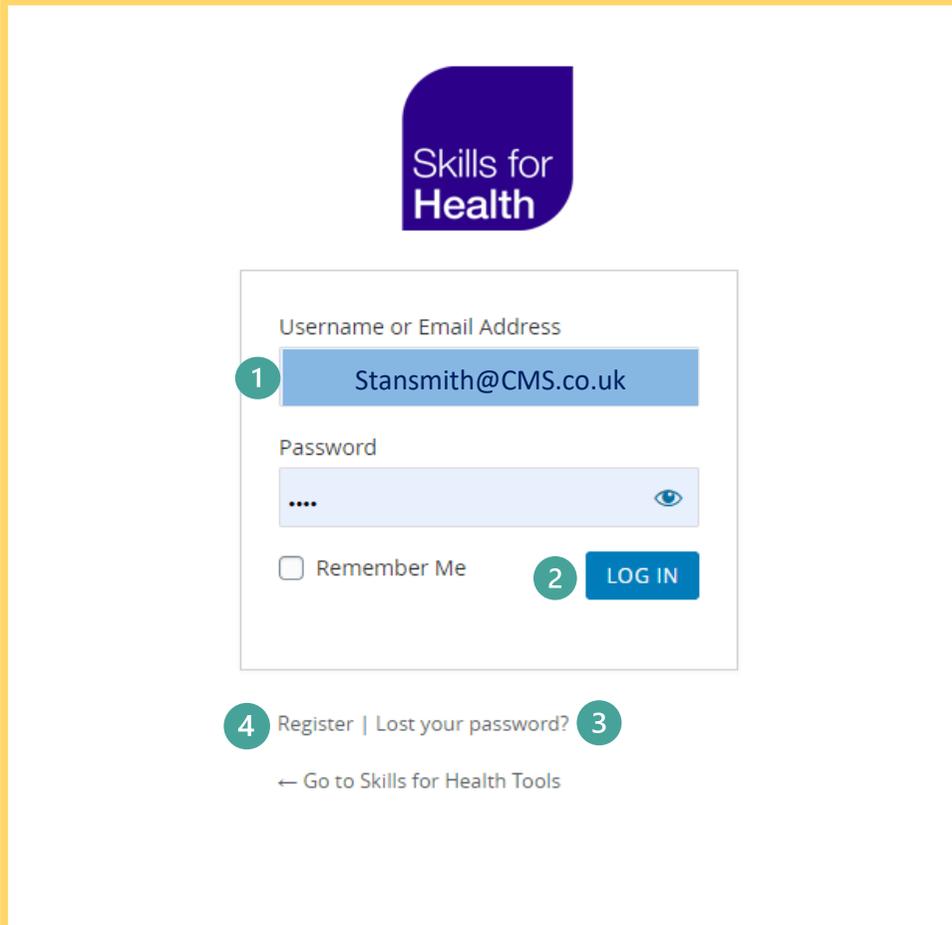
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## Logging in

To access the full functionality of the competence search tool you must login if you have an account. If you do not have an account, you will need to register for one.

1. **Username** – enter your **username** or **email address and password**
2. **Log in** – click on **login** to submit your credentials and access the tools.
3. **Lost your password?** If you have an account but have lost your log in credentials, click on the **Lost your password** and follow the on-screen instructions to reset your password.
4. **Register for an account** – please click on **Register** and follow the on-screen instructions to register for an account.



The screenshot shows the Skills for Health login interface. At the top center is the Skills for Health logo. Below it is a login form with the following elements:

- A text input field labeled "Username or Email Address" containing the text "Stansmith@CMS.co.uk", with a green circle containing the number "1" to its left.
- A text input field labeled "Password" with a masked password "...." and an eye icon to its right.
- A checkbox labeled "Remember Me" with a green circle containing the number "2" to its right.
- A blue button labeled "LOG IN" with a green circle containing the number "2" to its left.

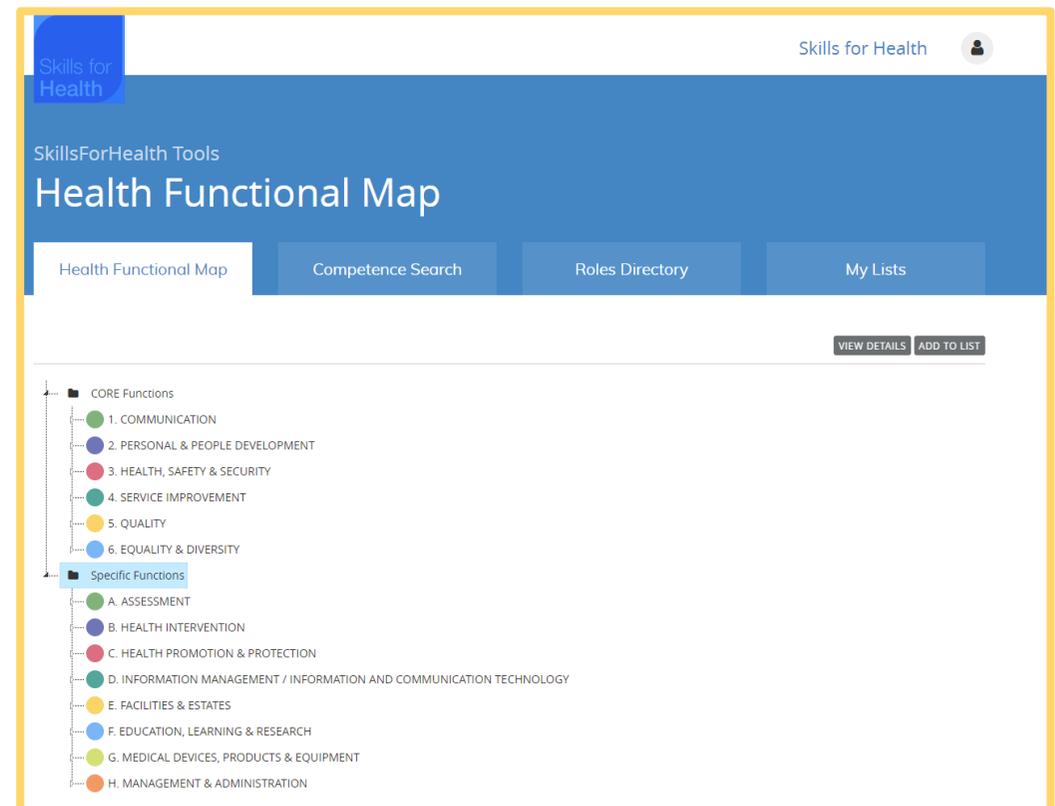
Below the login form, there are two links: "4 Register | Lost your password?" with a green circle containing the number "3" to its right, and a link "← Go to Skills for Health Tools".

## Choosing the Health Functional Map

When you log into the competence tools, you will arrive at the tools access page and see a blue banner with four tabs.

- Health Functional Map
- Competence Search
- Roles Directory
- My list

Click on the **Health Functional Map** tab. When you click on the tab, the HFM landing page will open beneath and the tab will become white.



The screenshot shows the SkillsForHealth Tools interface. At the top, there is a blue banner with the SkillsForHealth logo on the left and a user profile icon on the right. Below the banner, the text "SkillsForHealth Tools" is displayed, followed by the main heading "Health Functional Map". A navigation bar contains four tabs: "Health Functional Map" (which is white, indicating it is the active tab), "Competence Search", "Roles Directory", and "My Lists". To the right of the tabs are two buttons: "VIEW DETAILS" and "ADD TO LIST". The main content area displays a hierarchical list of functions:

- CORE Functions**
  - 1. COMMUNICATION
  - 2. PERSONAL & PEOPLE DEVELOPMENT
  - 3. HEALTH, SAFETY & SECURITY
  - 4. SERVICE IMPROVEMENT
  - 5. QUALITY
  - 6. EQUALITY & DIVERSITY
- Specific Functions**
  - A. ASSESSMENT
  - B. HEALTH INTERVENTION
  - C. HEALTH PROMOTION & PROTECTION
  - D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY
  - E. FACILITIES & ESTATES
  - F. EDUCATION, LEARNING & RESEARCH
  - G. MEDICAL DEVICES, PRODUCTS & EQUIPMENT
  - H. MANAGEMENT & ADMINISTRATION



## Health Functional Map description

The diagram opposite gives an overview of the HFM. Below you will find a description of each section.

1. **Core Functions Folder** – The core functions folder contains board functional areas. There are 6 key domains under the core function.
2. **Key Domains**- Communication is the first key domain under core functions and it is made up of 5 sub functions.
3. **Sub-functions** - Develop methods of communication is the first sub-function under the communication domain. There may be more than one layer of sub functions in a key domain.
4. **Competence Level** - at the bottom layer of every sub-function are competences.
5. **Specific Functions Folder** – The specific functions folder contains 8 specific domains.
6. **VIEW DETAILS** – enables the user to open and view a competence.
7. **ADD ALL TO LIST** - enables the user to copy a sub-function list of competences to a list within My Lists.

SkillsForHealth Tools  
Health Functional Map

Health Functional Map | Competence Search | Roles Directory | My Lists

6 VIEW DETAILS ADD ALL TO LIST

1 CORE Functions

2 1. COMMUNICATION

3 1.1 Develop methods of communicating

4 CH5151 Develop strategies to optimise individuals communication skills and abilities  
CH5154.2014 Develop, prepare and maintain resources for use by individuals who use Augmentative and Alternative Communication (AAC) systems  
CH5156 Develop activities and materials to enable individuals to achieve specified communication goals  
PT17 Explore with the client their experience and understanding of unconscious communication in analytic/dynamic therapy  
SCDHSC0041 Maintain effective communication systems and practice

5 Specific Functions

6. EQUALITY & DIVERSITY

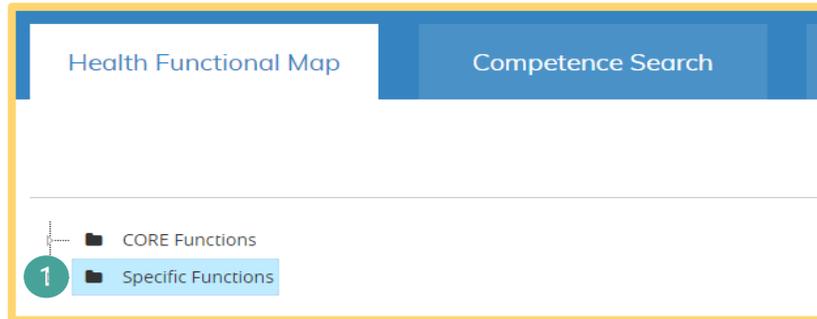
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Legend:

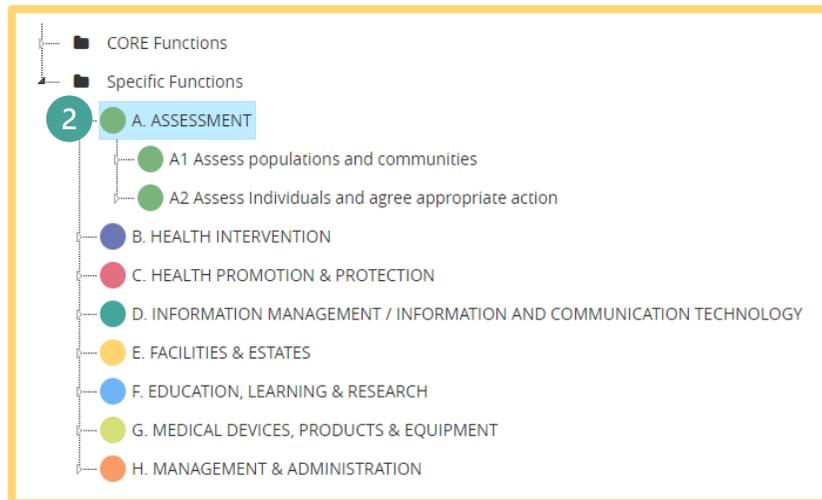
- A. ASSESSMENT
- B. HEALTH INTERVENTION
- C. HEALTH PROMOTION & PROTECTION
- D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY
- E. FACILITIES & ESTATES
- F. EDUCATION, LEARNING & RESEARCH
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## Browsing the map

1. To open either the **CORE** or **SPECIFIC Functions** lists (if they are not already visible) click on the folder you wish to open.



2. Click on the key domain area you wish to explore. In this example you can see the **ASSESSMENT** domain is divided into two sub functional areas A1 and A2.



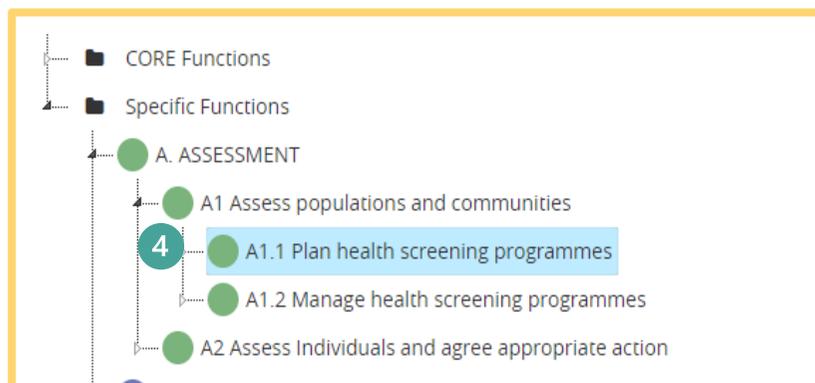
3. To expand and view the breakdown of functional areas further click on the sub function titles you wish to explore further.



You can expand or contract any open folder, key domain, or sub function by clicking on the coloured round icon next to the title.



- Click on a sub function title and view the competences which are contained within the sub function.



Once the competences are displayed you can;

- Open and view a competence by highlighting the competence title and either double clicking, or clicking **VIEW DETAILS**
- Add the highlighted competence to a list in the My Lists tool by clicking the **ADD TO LIST**

A screenshot of the Health Functional Map interface. The top navigation bar includes 'Health Functional Map', 'Competence Search', 'Roles Directory', and 'My Lists'. The left sidebar shows the same tree structure as the previous screenshot, but with 'A1.1 Plan health screening programmes' expanded. Under 'A1.1', there are two sub-functions: 'CHS226 Plan the implementation of screening programmes' and 'PHP22 Work in partnership with communities to assess health and wellbeing and related needs'. The 'CHS226 Plan the implementation of screening programmes' item is highlighted with a blue box and a green circle containing the number '5'. The right sidebar shows a list of categories: 'B. HEALTH INTERVENTION', 'C. HEALTH PROMOTION & PROTECTION', 'D. INFORMATION MANAGEMENT / INFORMATION AND COMMUNICATION TECHNOLOGY', 'E. FACILITIES & ESTATES', 'F. EDUCATION, LEARNING & RESEARCH', 'G. MEDICAL DEVICES, PRODUCTS & EQUIPMENT', and 'H. MANAGEMENT & ADMINISTRATION'. The 'VIEW DETAILS' and 'ADD TO LIST' buttons are visible in the top right corner, with a green circle containing the number '6' next to the 'ADD TO LIST' button.

## Saving sub-function lists to My Lists

To add all the competences listed under a sub-function.

1. Click on a key domain to expand it. This will show the sub-function area titles.
2. When you highlight a sub-function title that is one level above a list of competences, the **ADD ALL TO LIST** button becomes active (Visually it turns from grey to black).
3. Click **ADD ALL TO LIST**

The screenshot shows the 'Health Functional Map' interface. The 'My Lists' tab is selected. The 'A. ASSESSMENT' sub-function is highlighted in blue. The 'ADD ALL TO LIST' button is highlighted in black, indicating it is active. The interface also shows a 'VIEW DETAILS' button and a '3' in a green circle next to the 'ADD ALL TO LIST' button.

4. A pop-up screen with a drop-down list will appear and enable you to select the list you wish to add all the competences within the sub-function to.

The screenshot shows a 'Select List' pop-up screen. The 'Health Screening' list is selected in the drop-down menu. The list of available lists includes: '- select list -', 'Administering oxygen', 'Allergy testing', 'Allergies pathway 2', 'Allergy pathway v 1 Jan 21', 'Children and young people v2 communication and children 15012021', 'Health Screening', 'Jans folders', '- Jan's test list 2', '- Jan's test list 3', '- JP Maternity pathway Dec 2020', '- JP mental health communication pathway v1', '- Workforce planning v1 Nov 2020', '- Workforce planning v2 Feb 2021', 'Physio MS pathway 02022021', 'Testa', and '+ Create New List'. A 'CANCEL' button is visible on the left.

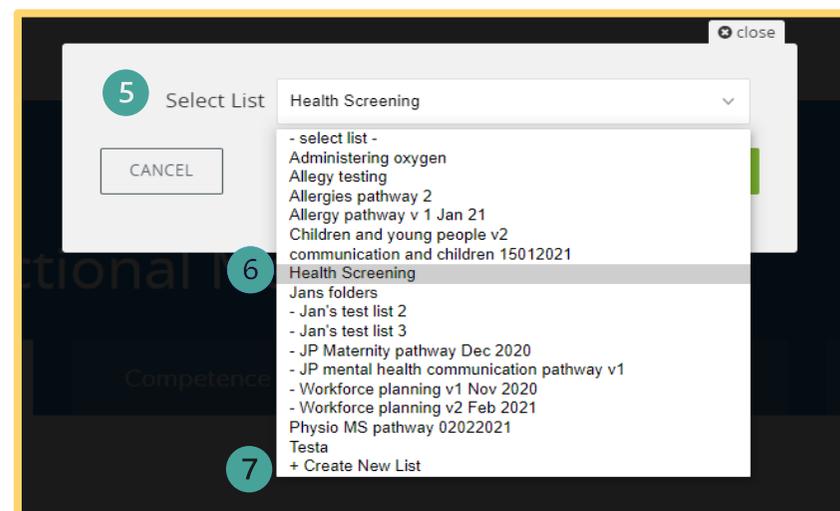
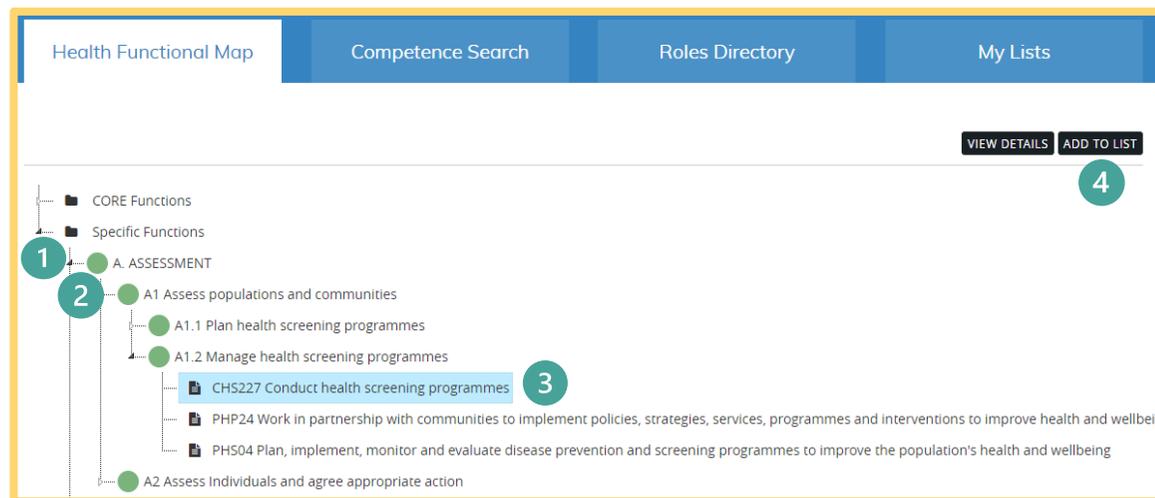
5. Click on the list you wish to add the competence to. Please note, you can also choose to create a list in the My List tool at this point if you do not have one already.
6. Confirm by clicking on **SAVE TO LIST**

The screenshot shows the 'Select List' pop-up screen. The 'Health Screening' list is selected in the drop-down menu. The 'SAVE TO LIST' button is highlighted in green, indicating it is active. A '5' in a green circle is next to the 'SAVE TO LIST' button.

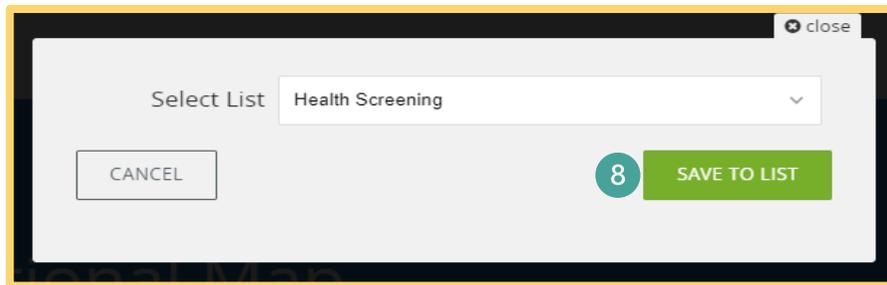
## Saving an individual competence to My Lists

To save an individual competence to MY Lists from the HFM you must already have a list set up in the My Lists tool.

1. Click on a key Domain to expand its sub-functions.
2. Highlight a sub function title to reveal the list of competences that sit beneath it.
3. Highlight the competence you wish to save to a list in the My Lists tool.
4. When you highlight an individual competence, an Add to List button appears and becomes active. Click **ADD TO LIST**
5. A pop-up screen with a drop-down list will appear and enable you to select the list you wish to add all the competences within the sub-function to.
6. Click on the list you wish to add the competence to.
7. Please note, you can also choose to create a list in the My List tool at this point if you do not have one already.



## 8. Confirm by clicking on **SAVE TO LIST**



A message will appear to confirm you have **SAVED** the chosen competence to the chosen list

