

CU2479 Promote Good Practice in Handling Information in Health and Social Care Settings

Aims

This unit is aimed at those working in a wide range of settings. It covers the knowledge and skills needed to implement and promote good practice in recording, sharing, storing and accessing information.

Credit 2

Level 3

Learning outcomes The learner will:	Assessment criteria The learner can:
1. Understand requirements for handling information in health and social care settings	1.1 Identify legislation and codes of practice that relate to handling information in health and social care 1.2 Summarise the main points of legal requirements and codes of practice for handling information in health and social care
2. Be able to implement good practice in handling information	2.1 Describe features of manual and electronic information storage systems that help ensure security 2.2 Demonstrate practices that ensure security when storing and accessing information 2.3 Maintain records that are up to date, complete, accurate and legible
3. Be able to support others to handle information	3.1 Support others to understand the need for secure handling of information 3.2 Support others to understand and contribute to records

Assessment Requirements

This unit must be assessed in accordance with Skills for Care and Development's QCF Assessment Principles. Learning outcomes 2 and 3 must be assessed in a real work environment.

Additional Information

Others may include:

- Colleagues
- Individuals accessing care or support

