Unit 4222-209 Handle information in health and social care settings (HSC 028)

Level: **2**
Credit value: **1**
UAN: **J/601/8142**

Unit aim
This unit is aimed at those who work in health and social care settings. It provides the learner with the knowledge and skills required for good practice in recording, storing and sharing information.

Learning outcomes
There are **three** learning outcomes to this unit. The learner will:
1. Understand the need for secure handling of information in health and social care settings
2. Know how to access support for handling information
3. Be able to handle information in accordance with agreed ways of working

Guided learning hours
It is recommended that **10** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards
This unit is linked to HSC 21.

Support of the unit by a sector or other appropriate body
This unit is endorsed by Skills for Care and Development.

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

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Assessment Criteria

Outcome 1 Understand the need for secure handling of information in health and social care settings

The learner can:

1. identify the legislation that relates to the recording, storage and sharing of information in health and social care
2. explain why it is important to have secure systems for recording and storing information in a health and social care setting.

Outcome 2 Know how to access support for handling information

The learner can:

1. describe how to access guidance, information and advice about handling information
2. explain what actions to take when there are concerns over the recording, storing or sharing of information.

Outcome 3 Be able to handle information in accordance with agreed ways of working

The learner can:

1. keep records that are up to date, complete, accurate and legible
2. follow **agreed ways of working** for:
   - recording information
   - storing information
   - sharing information.

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Additional guidance

- **Agreed ways of working** will include policies and procedures where these exist.