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1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

City & Guilds

600/3467/1 Level 2 Extended Certificate in Health Informatics

OVERVIEW

What does this qualification cover?

The qualification provides learners with the skills and knowledge to deal with data/information within a health environment and in accordance with appropriate governance. It covers the skills and knowledge for dealing with paper or electronic data/information in the following key areas;

- Input, handling, validation and quality assurance of data
- Production of reports from a variety of sources and their dissemination including all aspects around its storage, security and disclosure
- Personal development, health & safety and service improvement

This will involve tasks that are straightforward or routine, whether this is using paper-based or electronic data, and provide the confidence and competence to handle some elements or tasks that are unfamiliar and undertake further learning

There are twelve mandatory units;

- Essentials in health informatics
- Research information
- Organise and report data
- Store and retrieve information
- Introduction to personal development in health, social care or children's and young people's settings
- Introduction to communication in health, social care or children's and young people's settings
- Introduction to equality and inclusion in health, social care or children's and young people's settings
- The role of the health and social care worker
- Contribute to health and safety in health and social care
- Maintaining quality standards in the health sector
- Service improvement in the health sector



And a selection of optional units to improve learner skills and knowledge in a digital environment that include;

- IT security for users
- IT communication fundamentals
- IT user fundamentals
- Specialist software – for use with specific medical software
- Bespoke software – for use with software developed for areas such as patient management, prescription sourcing, etc.
- Data management software
- Using Collaborative Technologies

This is a Framework qualification.

Who could take this qualification?

The City & Guilds Level 2 Extended Certificate in Health Informatics has been developed for those with little or no experience in working with data/information within a health environment, especially where the data/information is held digitally, and seeking to become an Apprentice in an entry level position on the Health Informatics Career Framework (HICF) and further develop their own skills and knowledge.

This qualification is suitable for a wide age range starting at 16.

What could this qualification lead to?

Will the qualification lead to employment?

This qualification could provide an underpinning skills and knowledge of Health Informatics that can provide access to the HICF in roles such as;

- Data entry clerks
- Clinical coder and clinical coding support worker
- Ward clerks
- Information assistants
- Health records clerks
- Receptionists
- Information officers
- Information governance assistant
- Information analyst
- Administrative assistant

It may also be suitable for Assistant Trainers who work with the above or non-informatics specialist roles, such as;

- Clinicians in both primary and secondary care who may be directly involved in retrieval, reporting and storage of data whether paper or IT based
- Information managers who may be responsible for those working directly with information as a springboard or underpinning qualification to other areas

Will the qualification support progression to further learning?

The City & Guilds Level 2 Extended Certificate in Health Informatics provides the underpinning knowledge and skills that would allow a learner to extend their competency with the:

- Intermediate Apprenticeship in Health Informatics

Or gain or improve their skills by undertaking a higher level qualification, such as;

- 601/0694/3 City & Guilds Level 3 Diploma in Health Informatics
- Advanced Apprenticeship in Health Informatics

Using this size of qualification

While there is an Award and Certificate size of this qualification at this level, the Extended Certificate was developed for use in the Intermediate Apprenticeship in Health Informatics and provides skills and knowledge for working in a health service environment, gaining health and safety, personal development and team working skills.

The Award and Extended Certificate are appropriate for the following usage;

- Award: Provides the basic skills and knowledge as an introduction to Health Informatics for those looking to gain entry to the HICF or as part of a Continued Professional Development programmes.
- Certificate: Is an introduction to the area of Health Informatics that allows a learner to gain extra skills using data/information in a digital environment and is for those looking to enter the HICF or to use as CPD for those with no formal qualifications working in the Health Service.

Who supports this qualification?

Professional Body:

Dr Ira Laketic-Ljubojevic BSc (Hons) DPhil
Informatics Development Lead
Health & Social Care Information Centre

T: 07789 652433

E: ira.laketic-ljubojevic@hscic.gov.uk

W: www.hscic.gov.uk