

Unit 4222-307 Promote good practice in handling information in health and social care settings (HSC 038)

Level: 3
Credit value: 2
UAN: J/601/9470

Unit aim

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.

Learning outcomes

There are **three** learning outcomes to this unit. The learner will:

1. Understand requirements for handling information in health and social care settings
2. Be able to implement good practice in handling information
3. Be able to support others to handle information

Guided learning hours

It is recommended that **16** 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 31.

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 accordance with Skills for Care and Development's QCF Assessment Principles.

Learning outcomes 2 and 3 must be assessed in a real work environment.

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Assessment Criteria

Outcome 1 Understand requirements for handling information in health and social care settings

The learner can:

1. identify legislation and codes of practice that relate to handling information in health and social care
2. summarise the main points of legal requirements and codes of practice for handling information in health and social care.

Outcome 2 Be able to implement good practice in handling information

The learner can:

1. describe features of manual and electronic information storage systems that help ensure security
2. demonstrate practices that ensure security when storing and accessing information
3. maintain records that are up to date, complete, accurate and legible.

Outcome 3 Be able to support others to handle information

The learner can:

1. support **others** to understand the need for secure handling of information
2. support others to understand and contribute to records.

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Additional guidance

- **Others** may include:
 - Colleagues
 - Individuals accessing care or support.