

Unit 57: Promote Good Practice in Handling Information in Healthcare Science Settings

Level:	2
Unit type:	Optional (General)
Credit value:	1
Guided learning hours:	5

Unit summary

This unit aims to give learners the understanding and skills they need to be able to implement good practice in handling information.

Unit assessment requirements

Assessment tasks and activities must enable learners to produce valid, sufficient, authentic and appropriate evidence that relates directly to the learning outcomes and assessment criteria of the unit. Suitable forms of evidence for this unit include:

- written tasks such as reports, articles for journals, newsletters, leaflets, posters
- workbooks, work logbooks or learner diaries
- written or oral presentations
- projects
- oral question and answer.

Observation is only suitable for assessment criteria that require learners to demonstrate skills and behaviours, in this unit AC2.2 and AC2.3.

When devising the assessment activities, centres need to look closely at the verb used in each assessment criterion to ensure that learners can provide evidence with sufficient breadth and depth to meet the requirements. Centres need to produce assessment briefs for learners with clear instructions of what they are required to do.

Additional information

AC2.2, including remote working.

Learning outcomes and assessment criteria

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements that the learner is expected to meet to achieve the learning outcomes and the unit.

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Understand requirements for handling information appropriate to own healthcare science role	1.1	Describe legislation and codes of practice that relate to handling information in health and social care			
		1.2	Explain the main points of legal requirements and codes of practice for handling information appropriate to own healthcare science role			
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, appropriate to the working environment			
		2.3	Maintain records that are up-to-date, complete, accurate and legible			

Learner name: _____

Date: _____

Learner signature: _____

Date: _____

Assessor signature: _____

Date: _____

Internal verifier signature: _____

Date: _____

(if sampled)