

# 1 Introduction to the qualifications

This document contains the information that centres need to offer the following qualifications:

<b>Qualification title(s) and level(s)</b>	<b>City &amp; Guilds qualification number(s)</b>	<b>Ofqual accreditation number(s)</b>	<b>Last registration date</b>	<b>Last certification date</b>
Level 2 Award in Health Informatics (QCF)	7450-02	501/1184/X	31/12/2013	31/12/2015
Level 2 Certificate in Health Informatics (QCF)	7450-02	501/1182/6	31/12/2013	31/12/2015

## **Who is the qualification for?**

These qualifications are intended to provide certification of competence for those working or wishing to work in the Health Informatics Career Framework in the following positions;

- 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

## **What does the qualification cover?**

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

- Input and handling of data
- Validation and quality assurance of data
- Production of reports from a variety of sources
- Dissemination of information including all aspects around its storage, security and disclosure.

Learners will be working with a data/information tasks that are straightforward or routine, but will also gain the confidence and competence to handle some elements or tasks that are unfamiliar.

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**What will learners be able to do?**

With guidance a learner will be able to process, report and use data held in a paper based format or within an ICT system. When using an ICT system to gather, store or report on data the candidate may be using standard or bespoke software relevant to their organisation.

The Outcomes and Assessment Criteria contained in this handbook are aligned to the National Occupational Standards (NOS) for Health Informatics developed by Skills for Health (Sector Skills Council for Health).

- HI 1
- HI 7
- HI 12
- GEN 22
- GEN 25
- GEN 32

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**Is the qualification part of a framework or initiative?**

The qualification is accredited for funding and to be part of the development of an entry point Apprenticeship for those wishing to work in the Health Informatics Career Framework or those clinicians that deal with data/information as part of their working practice.