

Structure

To achieve the **Level 3 Diploma in Health Informatics**, learners must achieve **17** credits from the mandatory units and a minimum of **35** credits from the optional units available. **20** credits must come from optional group A. Learners can take **15** or more credits from optional group B but it is not mandatory.

Unit accreditation number	City & Guilds unit number	Unit title	Credit value	Unit Level
Mandatory				
A/505/0981	Unit 302	Managing health informatics in healthcare settings	3	3
J/601/7640	Unit 219	Principles of Managing Information and Producing Documents	3	2
L/502/3381	Unit 301	Communication skills for working in the health sector	3	3
K/602/2684	Unit 304	Identify information requirements in a health context	4	3
F/601/2467	Unit 220	Manage own performance in a business environment	2	2
J/601/9470	Unit 303	Promote good practice in handling information in health and social care settings	2	3
Optional A				
K/601/2527	Unit 305	Communicate in a business environment	3	3
A/602/2690	Unit 306	Produce coded clinical data for external audit purposes	5	3
J/602/2692	Unit 307	Prepare, conduct and report the results of a clinical coding audit	5	3

T/500/7210	Unit 308	Quality Management of ICT Products and Services	12	3
K/504/9423	Unit 309	Understanding Bilingualism in Work	2	3
F/502/3412	Unit 310	Maintaining quality standards in the health sector	2	3
M/601/7647	Unit 311	Principles of Managing Information and Producing Documents in a Business Environment	4	3
T/602/2686	Unit 312	Analyse and present health related data and information	4	3
Y/601/2524	Unit 313	Contribute to decision-making in a business environment	3	3
Y/601/2538	Unit 314	Analyse and report data	6	3
A/502/4560	Unit 315	Data management software	4	3
J/502/3413	Unit 316	Service improvement in the health sector	3	3
F/601/2551	Unit 317	Deliver, monitor and evaluate customer service to external customers	3	3
K/602/2684	Unit 318	Identify information requirements in a health context	4	3
J/600/9750	Unit 319	Plan and manage a project	8	4
A/601/2564	Unit 320	Manage and evaluate an information system	6	4

M/602/4520	Unit 321	Deliver training through demonstration and instruction	3	3
Optional B				
R/502/4256	Unit 105	IT security for users	1	1
K/602/1535	Unit 221	Principles of Working in the Public Sector	5	2
R/502/4399	Unit 209	Specialist software	3	2
F/502/4379	Unit 222	Using collaborative technologies	4	2
M/502/4619	Unit 223	Project Management Software	4	2
R/502/4628	Unit 224	Word processing software	4	2
F/502/4625	Unit 225	Spreadsheet software	4	2
A/601/3181	Unit 226	Creating an object oriented computer program	7	2
L/601/3167	Unit 227	Creating a procedural computer program	7	2
T/601/3177	Unit 228	Creating an event driven computer program	7	2
M/502/4555	Unit 229	Database software	4	2