**Assessment Methodology – Guidance for Assessors and Candidates**

In achieving the standards to gain registration with Fed-IP requires additional elements beyond that which Institute membership demands. This relates to the context and common elements specific to Health and Care.

A well-used and respected approach in assessing or delivering evidence of competence for a job interview is the STAR principle, however this principle is equally valid when delivering evidence of competence for any purpose.

**STAR TECHNIQUE**:

1.) **S**ITUATION: • Define the general context. • Who/What/When • Mention the problem you had to overcome.

2.) **T**ASK: • Identify the key objective and issue that you have addressed.

3.) **A**CTION: • Describe the action you took or initiated, emphasizing the skills you used to complete the task.

4.) **R**ESULTS: • Summarise the outcome in business terms.

Adopting such an approach helps individuals deliver more concise and focused evidence, which equally aids the assessor in drawing out the relevant evidence.

In delivering evidence a useful approach is to provide a brief overview of who you are, where you work and what current roles and responsibilities you have. Then provide examples of evidence against the criteria using the STAR principle. In the case of Fed-IP registration it is important that the evidence captures the domain requirements listed below:

1. *Demonstrate an understanding of how your role impacts upon patient care.*
2. *Demonstrate an awareness/understanding of Information Governance and cyber security.*
3. *Use appropriate Health and Care terminology.*
4. *Demonstrate an awareness of data protection.*
5. *Demonstrate an awareness of where your role sits, how your role fits in with the wider organisation and interacts with other departments. (This could easily be delivered in the introduction)*

The next few pages provide an example of how this might be met.

Name - J. Bloggs Job Title – Health Records Clerk

**Introduction:**

I am currently employed within Bailswick NHS Trust as a Health Records Clerk, updating and maintaining patient records in a team of 8. This involves ensuring accuracy of data entries, first line error management for the EHR system, drawing on the IT team for assistance with more complex issues. The outputs of my role have implications for the Patients, nurses, Drs and other allied Health professionals within the secondary care unit and consequently I endeavour to ensure that I recognise and deliver to meet there needs, engaging with them regularly to maintain effective relationships.

**Brief Career History** – this should detail over a period (probably no more than 10 years) the range of roles/jobs and responsibilities. This provides evidence of experience, with the detail contained in the Examples of Task/Activities.

**Examples of Tasks/Activities**

**S**ituation - The Trust planned to introduce a new EHR system to replace the existing system and draw in some current paper systems employed across the Trust., which required transfer of existing data to the new system within the deadlines of the implementation plan.

**T**ask – The transfer of existing records across to the new system and entry of paper records to this system. As the most experienced Health Records Clerk I volunteered to co-ordinate our efforts to ensure efficient and effective transfer of the data.

**A**ctions – initially I arranged a meeting with the project manager to determine the priorities, understand the potential complexities of the transfer and commence drawing up a plan of work for myself and my colleagues. The next step was to meet with my colleagues and explain the actions we would need to undertake, the priorities and deadlines and the possible issues regarding differences between the new and current systems. We agreed a range of actions that would enable ongoing work to continue whilst also undertaking the transfer. I updated the project manager and our immediate stakeholders on our plan a potential impact on our ongoing outputs, in order to minimise disruption and frustration. The team held weekly meetings to discuss progress and issues to ensure there was no risk to security and protection of personal data. I raised any risks and issues with the project manager to ensure updates to the project plan and issues were given appropriate consideration.

**R**esult – although there were occasions when the team struggled to keep up with this demanding work, I negotiated some overtime which enabled the transfer to be delivered on time, with minimal disruption to patient care and maintaining appropriate confidentiality of records. Throughout I remained in close contact with our primary stakeholders to ensure that patients were our first consideration throughout this activity.

*Potential criteria covered = P1, P2, P3, P4, P5, P6, P7 at Practitioner level (some elements at Senior Practitioner Level). C1, C2, C5, C6.*

**Qualifications** – these provide evidence of learning and development and through which knowledge evidence can be provided and, depending on the type of qualification, some competence evidence.