

Application guidance for candidates

When making your **FEDIP** application, you're asked to provide written evidence in a series of statements which are designed to demonstrate your awareness and understanding of:

- how your role impacts upon patient care
- where your role sits; how it fits into the wider organisation and interacts with other departments
- appropriate use of health and care terminology
- data protection, information governance and cyber security in relation to your role

You should also include a brief career history as evidence of your experience – covering a period of no more than 10 years – and any qualifications you hold as evidence of knowledge and, in some cases, competence.

STAR technique

To help you compile concise and focused evidence for each section of your application, we recommend using the STAR technique – a well-used and respected approach to delivering and assessing evidence of competence:

SITUATION

Define the general context | who/what/when | describe the problem you had to overcome

TASK

Identify the key objective and issue that you have addressed

ACTION

Describe the action you took or initiated, emphasising the skills you used to complete the task

RESULTS

Summarise the outcome in business terms

Sample application

We've compiled the following specimen statement to demonstrate how you might apply the STAR technique in your application:

Introduction

I'm currently employed within Bailswick NHS Trust as a health records clerk, updating and maintaining patient records in a team of eight. 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 their needs, engaging with them regularly to maintain effective relationships.

Examples of tasks/activities

Situation – 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.

Task – 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.

Actions – 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 while also undertaking the transfer. I updated the project manager and our immediate stakeholders on our plan and 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.

Result – 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