

COPD Units of Learning

<p>Title of overarching NOS: PE 2 Manage information and materials for access by patients and carers</p>	<p>Unit of learning to demonstrate competence: Manage information resources for individuals with COPD and other respiratory diseases</p>
<p>Details of the relationship between the unit to demonstrate competence and relevant national occupational standards (if appropriate)</p>	<p>Users will be able to demonstrate competence in managing information and resources to promote awareness, understanding, education and learning resources for individuals with COPD and other respiratory diseases, and their carers and key stakeholders</p>
<p>Outcomes: The individual will know and understand:</p> <p>Indicative Level</p>	<p>Assessment criteria To be competent the individual will be able to:</p> <p>Level 1 (Expert/specialist) Level 2 (Experienced practitioner) Level 3 (Novice new to respiratory disease management (including COPD))</p>
<p>The relevant legislation, codes of practice and guidelines related to the management of information sources</p>	<p>Briefly outline the application of relevant data management legislation, codes of practice and current guidelines for accessing information and resources for individuals with diagnosed COPD and other respiratory diseases</p>
<p>Types of resources and information required by health professionals, individuals with COPD and other respiratory diseases and their carers and relatives</p>	<p>Work with individuals/carers and professional colleagues to identify their range of information requirements and their preferred type/format e.g. audio, written, verbal, Braille</p>
<p>The range of information and resources required</p>	<p>Using evidence based research, identify existing and/or new sources of information on COPD and other respiratory diseases and related co morbidities pertinent to the individual/carer</p> <p>Obtain up-to-date and relevant information on COPD and other respiratory diseases and/or related resources requested by individual/carer and/or professional colleagues e.g:</p> <p>a) the range of presenting conditions of COPD and other respiratory diseases</p>

	<ul style="list-style-type: none"> b) relevant co morbidities relevant to the individual c) current evidence based practices for holistic approaches to health and social well being d) evidence based information sources tailored to the individual's needs to aid them better understand their COPD and other respiratory disease condition and their self management needs e) information and instructions on how to meet their prescribed therapies and/or treatment plans <p>Work with individuals/carers and colleagues to check and confirm the information sources are in a style and format that meets the needs of the COPD and other respiratory diseases caseload</p>
The importance of meeting expectations on information and resource management	<p>Obtain feedback from the range of individuals on the relevance, suitability and completeness of the information and resources to meet their needs</p> <p>Check and ensure information and resources are in a format and style that meet the cultural, spiritual and clinical needs of individuals with COPD and other respiratory diseases and key stakeholders</p> <p>Where appropriate, accurately modify the information to meet the individuals needs</p> <p>Work with individuals/carers and professional colleagues to check and ensure the information meets their current level of knowledge, personal beliefs and preferences and lifestyle contexts</p>
The importance of updating and reviewing information sources	<p>Evaluate and select methods to review, improve and update contributions of evidence based information and resources for individuals with COPD and other respiratory diseases and key stakeholders</p> <p>Review information on a regular basis to correct misinformation or to rectify any misinterpretation of information</p> <p>Review any information supplied by individuals/carers with COPD and other respiratory diseases for reliability and accuracy</p> <p>Inform users of any unreliable information sources, remove the information and replace with accurate information</p>

How to communicate effectively	<p>Communicate relevant and up to date information in a timely manner and style that meets the individual's communication and cultural needs, maintaining dignity, respect and inclusion</p> <p>Through appropriate questioning, interviewing and listening techniques; check the individual's level of understanding and rectify any misconceptions</p> <p>Obtain and offer written documentation to support verbal information in line with local protocols</p>
How to handle information and maintain the confidentiality of records	Record information in line with organisational requirements and maintain the rights of individuals and principles of confidentiality
Partnership working	<p>Liaise and work with colleagues and key stakeholders across health and social care, external agencies, charities and organisations to source new and existing evidence based information and resources</p> <p>Work with COPD and other respiratory diseases users on the development and review of new and existing information and resources</p>
Endorsement of the unit by a sector or other appropriate body (if required)	COPD Strategy Group/DH England; respiratory education providers