



Better  
**Skills**

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# Competence Search Tool

## User Guide

Step by step instructions

A screenshot of the SkillsForHealth Tools Competence Search interface. The page has a blue header with the text "SkillsForHealth Tools" and "Competence Search". Below the header is a navigation bar with four tabs: "Health Functional Map", "Competence Search" (which is active), "Roles Directory", and "My Lists". The main content area is a light gray box containing a search form. The form has three input fields: "Search Text" with a placeholder "Enter search term", "Suites" with a dropdown menu set to "All", and "Results/Page" with a dropdown menu set to "25". To the right of these fields is a green button with a magnifying glass icon and the text "SEARCH".

SkillsForHealth Tools

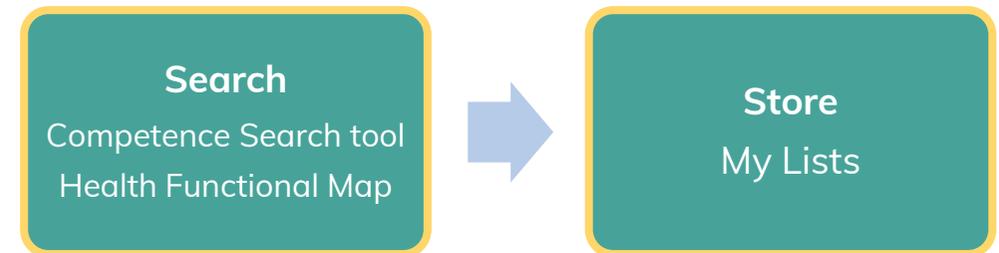
### Competence Search

Health Functional Map | Competence Search | Roles Directory | My Lists

Search Text: Enter search term | Suites: All | Results/Page: 25 | **SEARCH**

## Competence Search Tool

Within the Skills for Health database there are thousands of competences (National Occupational Standards) grouped together according to how they were developed. For example, there are groups (suites) that cover service areas such as Coronary Heart Disease and Mental Health and groups that cover service disciplines such as Healthcare Science and Health Informatics. The majority of the groups are Health Sector specific, but some are imported from other Sector Skills Councils (SSCs) and Standard Setting Bodies (SSBs), e.g., Business and Administration, Management and Leadership etc. With so much information it can be difficult to find what you need. The Competence Search Tool can help.



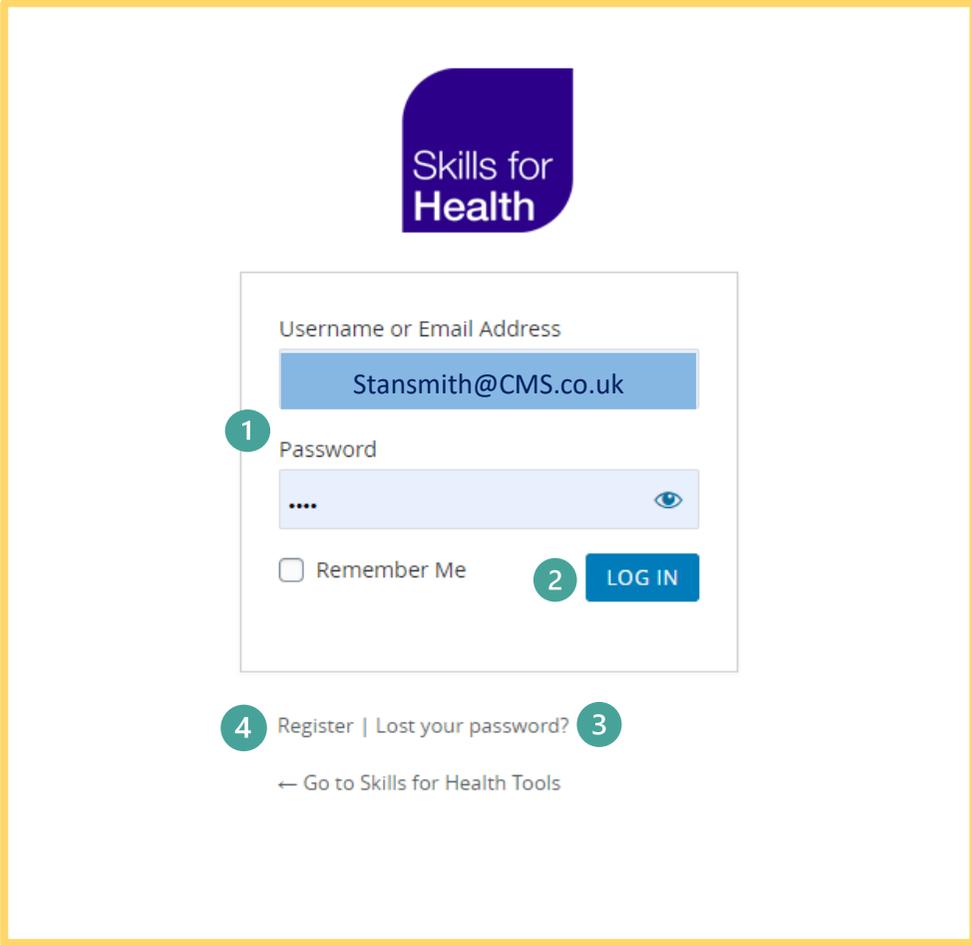
1. [Logging in](#)
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## Logging in

To access the full functionality of the competence search tool you must login if you have an account. If you do not have an account, you will need to register for one.

1. **Username** – enter your **username** or **email address and password**
2. **Log in** – click on **login** to submit your credentials and access the tools.
3. **Lost your password?** If you have an account but have lost your log in credentials, click on the **Lost your password** and follow the on-screen instructions to reset your password.
4. **Register for an account** – please click on **Register** and follow the on-screen instructions to register for an account.



The screenshot shows the Skills for Health login interface. At the top is the Skills for Health logo. Below it is a login form with the following elements:

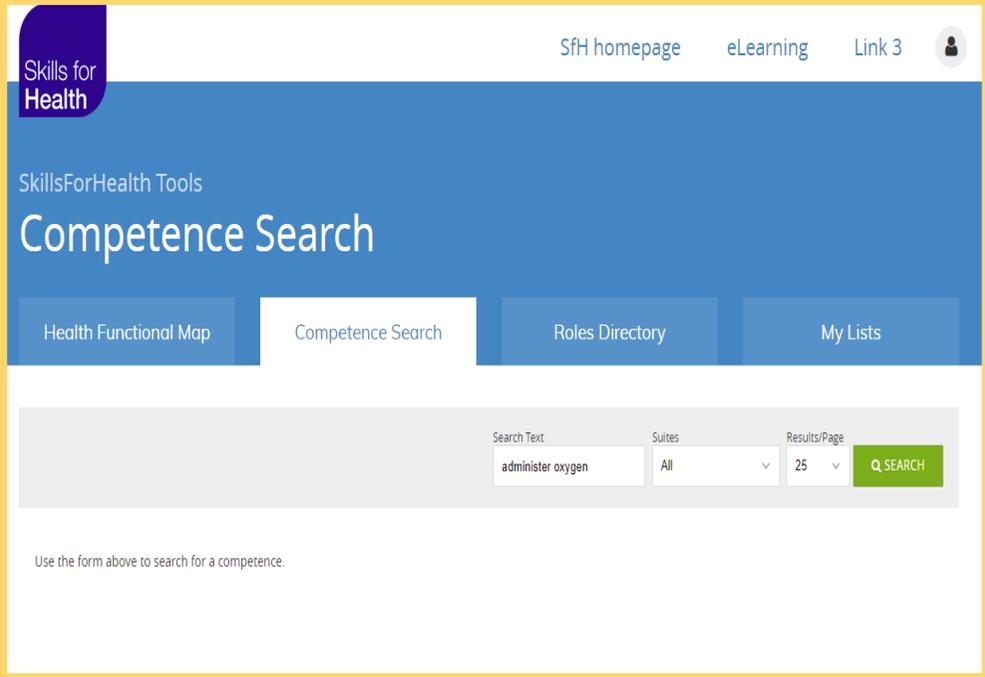
- A text input field labeled "Username or Email Address" containing the text "Stansmith@CMS.co.uk". A green circle with the number "1" is positioned to the left of this field.
- A password input field with a masked password "...." and an eye icon to toggle visibility. A green circle with the number "1" is positioned to the left of this field.
- A checkbox labeled "Remember Me" with a green circle with the number "2" to its right.
- A blue "LOG IN" button with a green circle with the number "2" to its left.
- At the bottom of the form, there are two links: "4 Register | Lost your password?" and "3", each with a green circle containing the respective number.
- Below the form is a link: "← Go to Skills for Health Tools".

## Choosing the Competence Search Tool

When you log into the competence tools, you will arrive at the tools access page and see a blue banner with four tabs.

- Health Functional Map
- Competence Search
- Roles Directory
- My list
- 

Click on the **Competence Search** tab. When you click on the tab, the competence search tool will open beneath and the tab will become white.



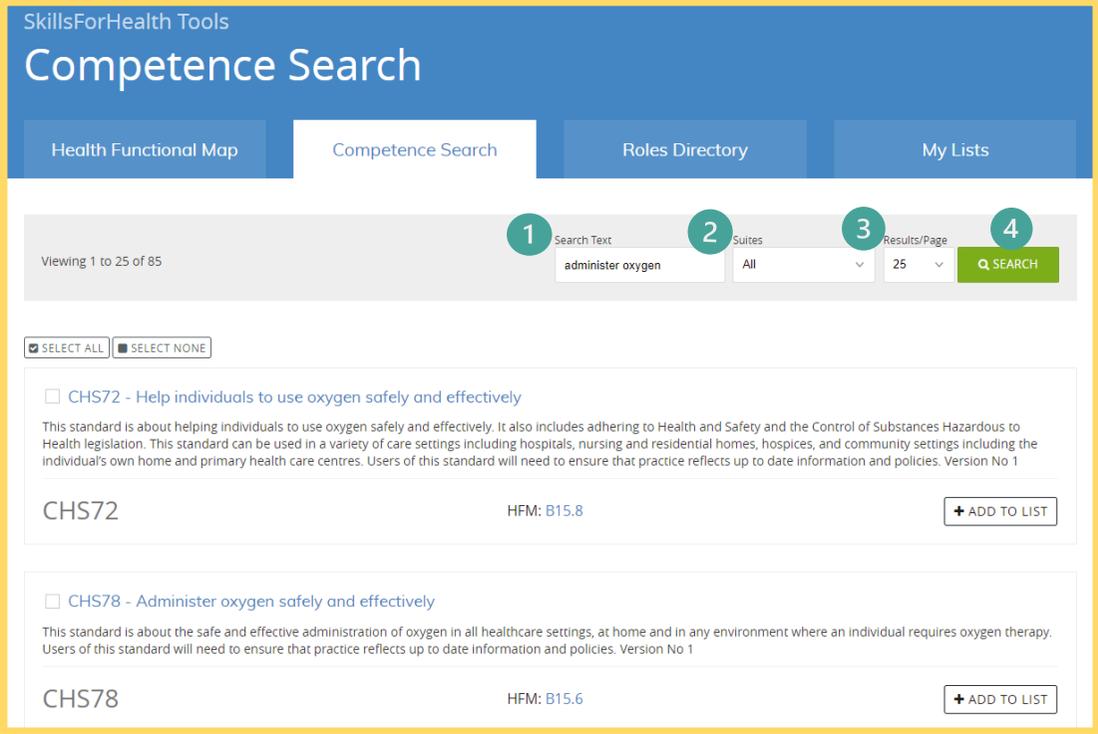
The screenshot shows the Skills for Health website interface. At the top right, there are links for 'SfH homepage', 'eLearning', and 'Link 3', along with a user profile icon. The main header is blue with the 'Skills for Health' logo on the left and 'SkillsForHealth Tools' on the right. Below the header, there is a 'Competence Search' section with four tabs: 'Health Functional Map', 'Competence Search' (which is highlighted in white), 'Roles Directory', and 'My Lists'. Below the tabs, there is a search form with three input fields: 'Search Text' containing 'administer oxygen', 'Suites' set to 'All', and 'Results/Page' set to '25'. A green 'SEARCH' button is to the right of the form. Below the form, there is a small instruction: 'Use the form above to search for a competence.'



## How to Search

- 1. Search Text Box** - This is a 'free text' box allowing you to **type in keyword(s) or phrases** to find relevant competences. This will search within the title, summary text and key words associated with each competence on the database.
- 2. Suites** – Click in the suites box to open an alphabetic dropdown list of all the suites (groups) of competences within the database. You can choose to search all suites, or you can choose a specific named suite to search in, by highlighting the suite title from the dropdown list and pressing enter.  
There is a scroll bar to the right of the list once opened to enable you to scroll through the complete list of suites. The suite you chose will appear in the Suite box.
- 3. Results/page** – By clicking on the downward arrow on the results/page box, you can choose how many competences you will see per page. The number of relevant competences found in your search will determine how many pages there will be in your results.

- Once you have entered your search text, chosen which suites to search in and how many results you wish to see per page press **SEARCH**



SkillsForHealth Tools

### Competence Search

Health Functional Map | Competence Search | Roles Directory | My Lists

Viewing 1 to 25 of 85

1 Search Text: administer oxygen

2 Suites: All

3 Results/Page: 25

4 SEARCH

SELECT ALL  SELECT NONE

CHS72 - Help individuals to use oxygen safely and effectively  
This standard is about helping individuals to use oxygen safely and effectively. It also includes adhering to Health and Safety and the Control of Substances Hazardous to Health legislation. This standard can be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and primary health care centres. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

CHS72 HFM: B15.8

CHS78 - Administer oxygen safely and effectively  
This standard is about the safe and effective administration of oxygen in all healthcare settings, at home and in any environment where an individual requires oxygen therapy. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

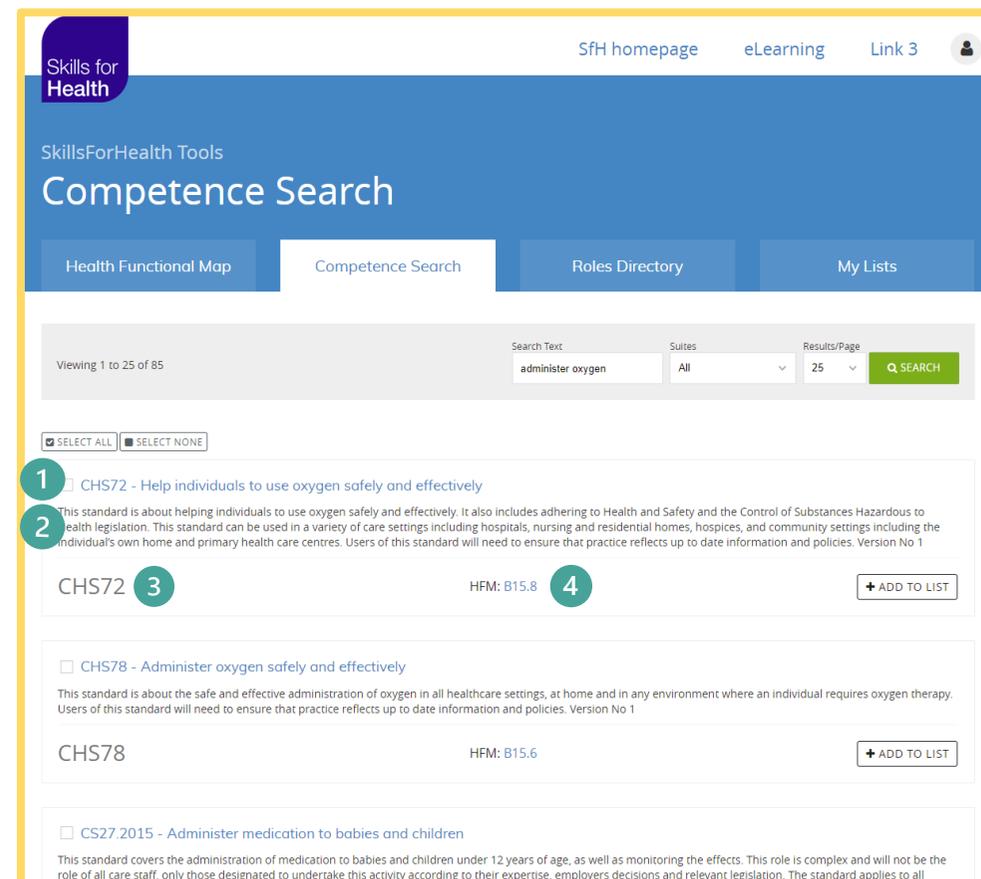
CHS78 HFM: B15.6

## Search Results

Using the **Search Text** 'administer oxygen', across **All** suites the screen shot shows there are 85 competences that have relevance.

When you perform a search, the competences are listed in order of relevance. The list of competences found may go over more than one page dependant upon the number of competences found and the number of results you have chosen to see per page. Each competence in the list shows:

1. The title of the competence – you can view the full competence by clicking on the title. Once opened a competence can be printed or downloaded as a PDF.
2. A summary of the competence
3. The competence reference number
4. The reference of where the competence can be found in the Health Functional Map (HFM). You can view its placement on the HFM by clicking on the HFM reference code.



The screenshot displays the 'SkillsForHealth Tools' interface for a 'Competence Search'. The search criteria are 'administer oxygen' and 'All' suites, showing results 1 to 25 of 85. The results are as follows:

Competence Title	HFM Reference	Action
CHS72 - Help individuals to use oxygen safely and effectively	HFM: B15.8	+ ADD TO LIST
CHS78 - Administer oxygen safely and effectively	HFM: B15.6	+ ADD TO LIST
CS27.2015 - Administer medication to babies and children		

## Adding Competences to a List

To add a competence to a list you must first create a list to add via the **My Lists** tool. Once you have created a list follow these instructions.

Perform a [competence search](#). From your [search results](#) you can select;

- an individual competence to add to a list
- all the competences on a page in the search results to add to a list
- several different competences to add to a list.

1. Select an individual competence, click on the **+ADD TO LIST** box

SkillsForHealth Tools  
Competence Search

Health Functional Map | Competence Search | Roles Directory | My Lists

Viewing 1 to 25 of 85

Search Text: administer oxygen | Suites: All | Results/Page: 25 | SEARCH

SELECT ALL |  SELECT NONE

CHS72 - Help individuals to use oxygen safely and effectively

This standard is about helping individuals to use oxygen safely and effectively. It also includes adhering to Health and Safety and the Control of Substances Hazardous to Health legislation. This standard can be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and primary health care centres. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

CHS72 | HFM: B15.8 | **1** + ADD TO LIST

2. A pop-up screen with a drop-down list will appear and enable you to **select the list** you wish to add the competence to.

Select List - select list -

CANCEL | SAVE TO LIST

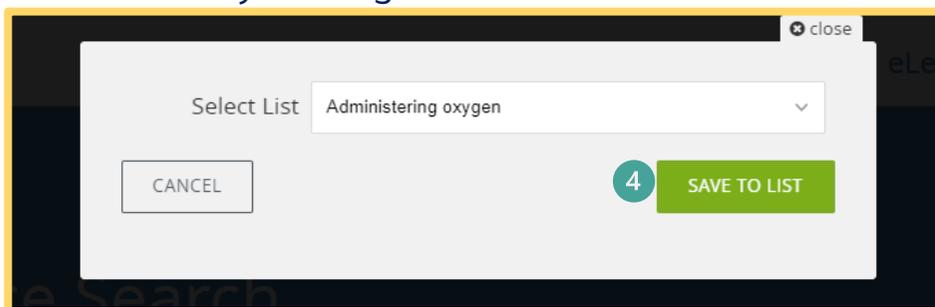
3. Click on the list you wish to add the competence to.

Select List Administering oxygen

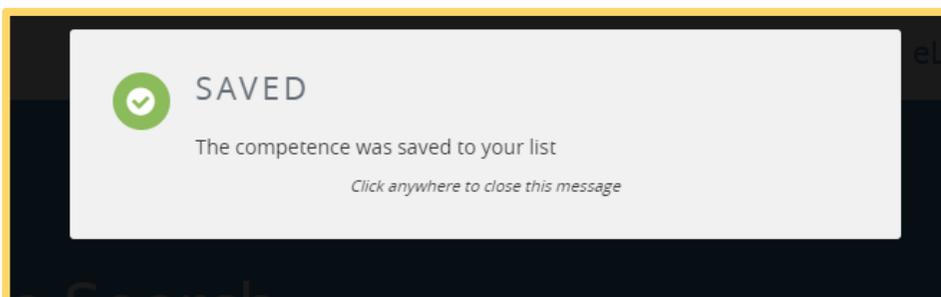
CANCEL | **3** Administering oxygen

- select list -
- Administering oxygen
- Allergies Test List
- andrew test
- Dawns test list
- Dawns test list - copy 1
- Dawns test list - copy 2
- Jans folders
- Jan demo list
- Jan's test list 2
- Jan's test list 2
- Jan's test list 3
- Jan's test list 2 - copy 1
- Jan's test list 2 - copy 1
- New List
- Testa
- + Create New List

#### 4. Confirm by clicking on **SAVE TO LIST**

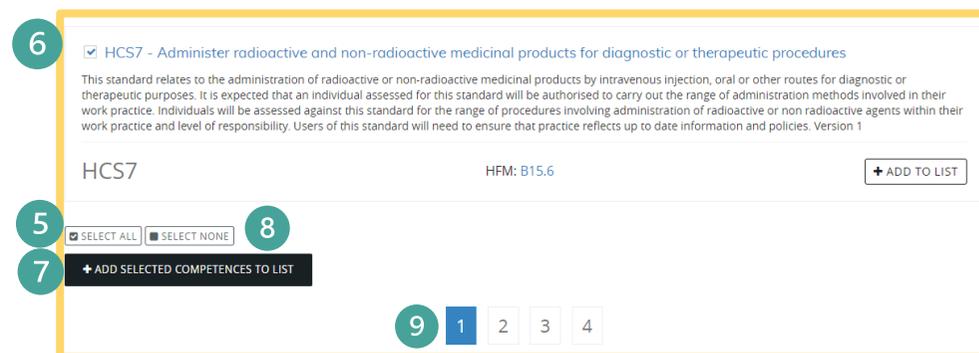
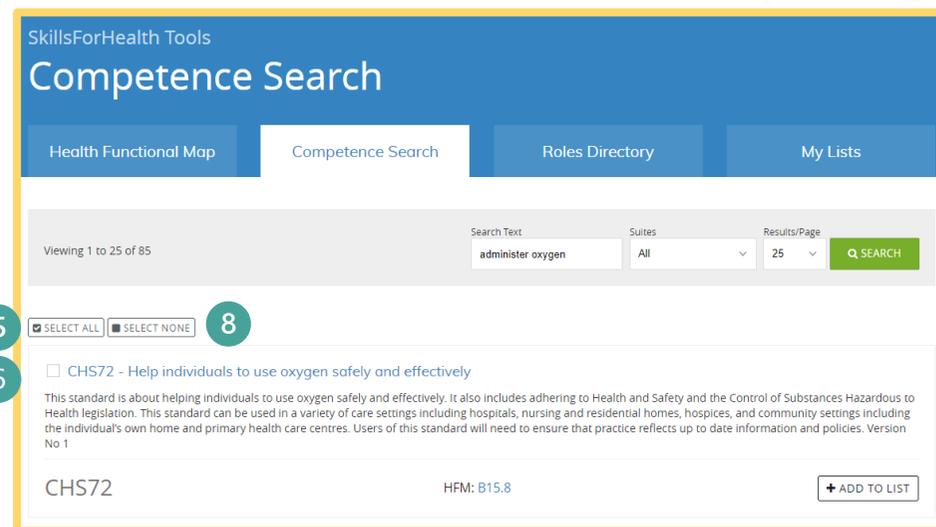


A message will appear to confirm you have **SAVED** the chosen competence to the chosen list.



5. To save **all** the competences on a single page in the search results, click on the **SELECT ALL** box (top or bottom of the page). Go to step 7.
6. To save **selected competences** click on the small boxes next to the competence title, a tick will appear in the box. Tick each competence required.
7. Following 5 or 6, click on the black box at the bottom the page (scroll down the page to find it) **+ADD SELECTED COMPETENCES TO LIST**. Follow steps 2 and 3 to choose the list you want.

#### 8. You can deselect your selection at any time using the **SELECT NONE** box



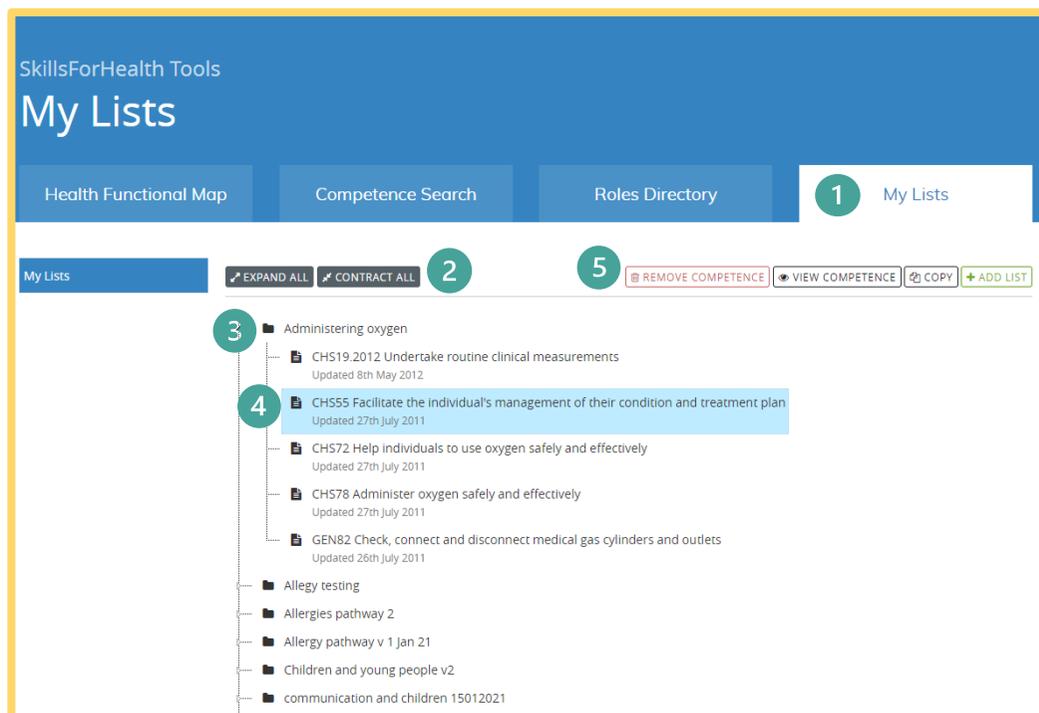
9. The number of pages of competences found can be seen at the bottom of the page. To review the next page of competences, click on the page number you wish to review.



## Deleting Competences from a list

When you have created a list of competences you may want to remove one or more competences you have added.

1. Open the My Lists tool by clicking on the **My Lists** tab.
2. If you have multiple lists and they are open, you can contract the lists down to just folder/list titles by clicking on the **CONTRACT ALL** tab.
3. Chose the folder/list title you require and click on it to open.  
Please note. A folder can be a single list of competences or can contain a number of lists set up as sub folders.
4. Highlight the specific competence you wish to delete from the list
5. Click on **REMOVE COMPETENCE** to delete the highlighted competence from the list.



The screenshot shows the 'My Lists' tool interface. At the top, there are navigation tabs: 'Health Functional Map', 'Competence Search', 'Roles Directory', and 'My Lists' (highlighted with a '1'). Below the tabs, there are action buttons: 'EXPAND ALL', 'CONTRACT ALL' (highlighted with a '2'), 'REMOVE COMPETENCE' (highlighted with a '5'), 'VIEW COMPETENCE', 'COPY', and 'ADD LIST'. The main content area shows a list of folders and competences. A folder 'Administering oxygen' is expanded (highlighted with a '3'), showing a list of competences. One competence, 'CHS55 Facilitate the individual's management of their condition and treatment plan' (Updated 27th July 2011), is highlighted in blue (highlighted with a '4').

## Printing and exporting competences

Competences can be printed or saved to your computer in PDF format from the Competence tool, the My Lists tool and the Health Functional Map (HFM).

1. To print or export a competence from the **Competence Search**, simply click on the title of the competence you want to print. This will open the competence in full.

SkillsForHealth Tools  
Competence Search

Health Functional Map | Competence Search | Roles Directory | My Lists

Viewing 1 to 25 of 85

Search Text: administer oxygen | Suites: All | Results/Page: 25 | [SEARCH](#)

SELECT ALL |  SELECT NONE

**1** CHS72 - Help individuals to use oxygen safely and effectively

This standard is about helping individuals to use oxygen safely and effectively. It also includes adhering to Health and Safety and the Control of Substances Hazardous to Health legislation. This standard can be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and primary health care centres. Users of this standard will need to ensure that practice reflects up to date information and policies. Version No 1

2. Above the open competence document, you will see two function boxes. **PRINT** and **DOWNLOAD PDF**. Click on action required.

[PRINT](#) **2** [DOWNLOAD PDF](#)

Skills for Health

**B**

CHS72 Help individuals to use oxygen safely and effectively

OVERVIEW

This standard is about helping individuals to use oxygen safely and effectively. It also includes adhering to Health and Safety and the Control of Substances Hazardous to Health legislation. This standard can be used in a variety of care settings including hospitals, nursing and residential homes, hospices, and community settings including the individual's own home and primary health care centres. Users of this standard will need to

3. To print or export a competence from the **My Lists** tool, simply highlight the competence you want from the list and either click **VIEW COMPETENCE**, or double click on the competence highlighted. Once opened **PRINT** or **DOWNLOAD PDF** as above.

SkillsForHealth Tools  
My Lists

Health Functional Map | Competence Search | Roles Directory | My Lists

EXPAND ALL |  CONTRACT ALL |  |  |  |

My Lists

- Administering oxygen
  - CHS19.2012 Undertake routine clinical measurements  
Updated 8th May 2012
  - 3** CHS78 Administer oxygen safely and effectively  
Updated 27th July 2011

- To print or export a competence from the HFM, simply highlight the competence you wish to print or export, then click **VIEW DETAILS**. This will open the competence in full.

- Above the opened competence document, you will see two function boxes. **PRINT** and **DOWNLOAD PDF**. Click on action required.