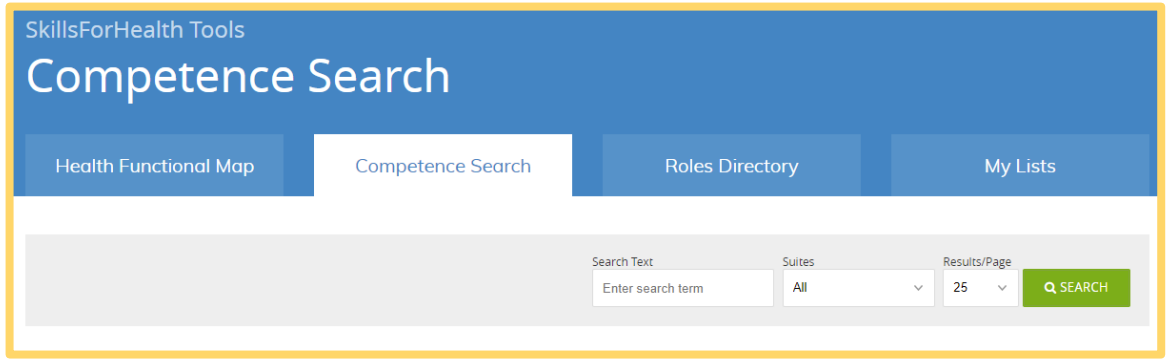
Skills for Health

Better Skills | Better Jobs | Better Health

Competence Search Tool

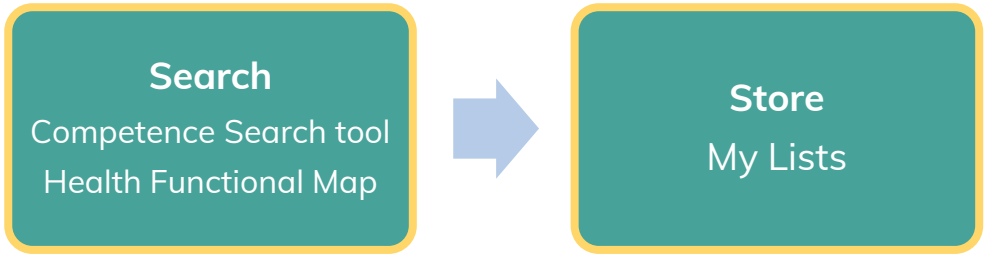
User Guide

Step by step instructions



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.



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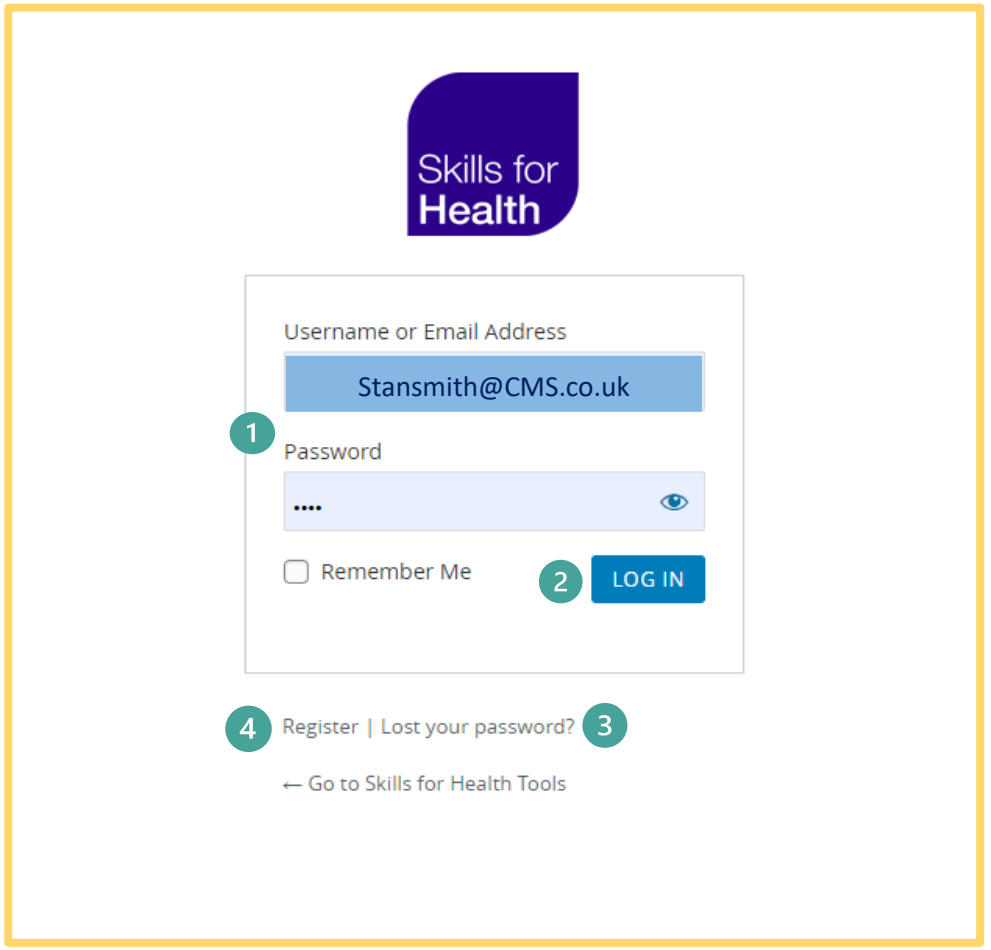
Logging in

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.

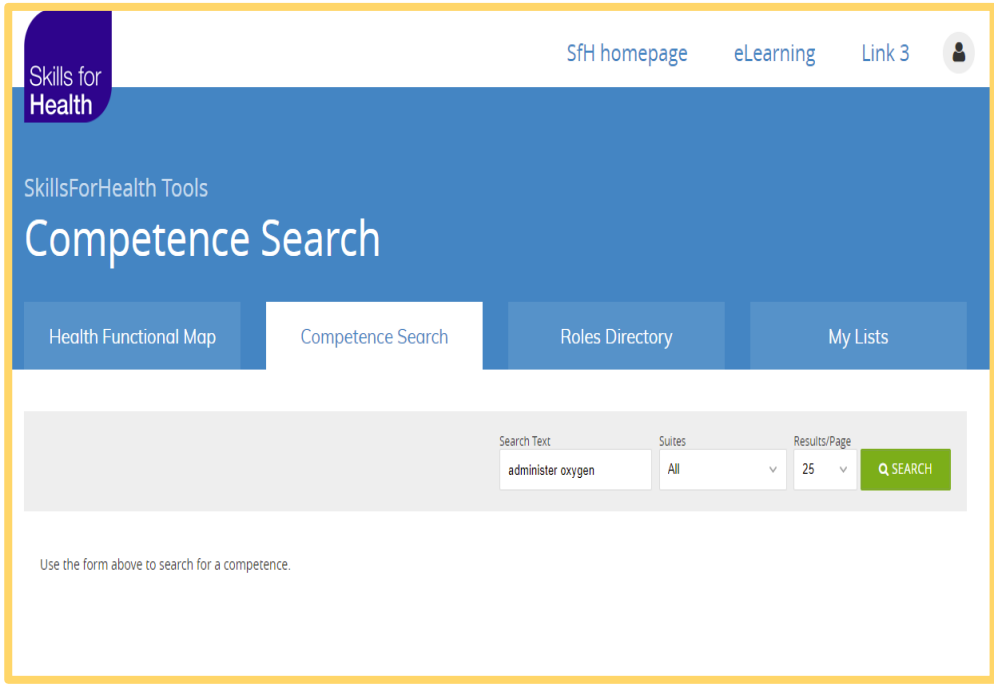


Choosing the Competence Search Tool

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

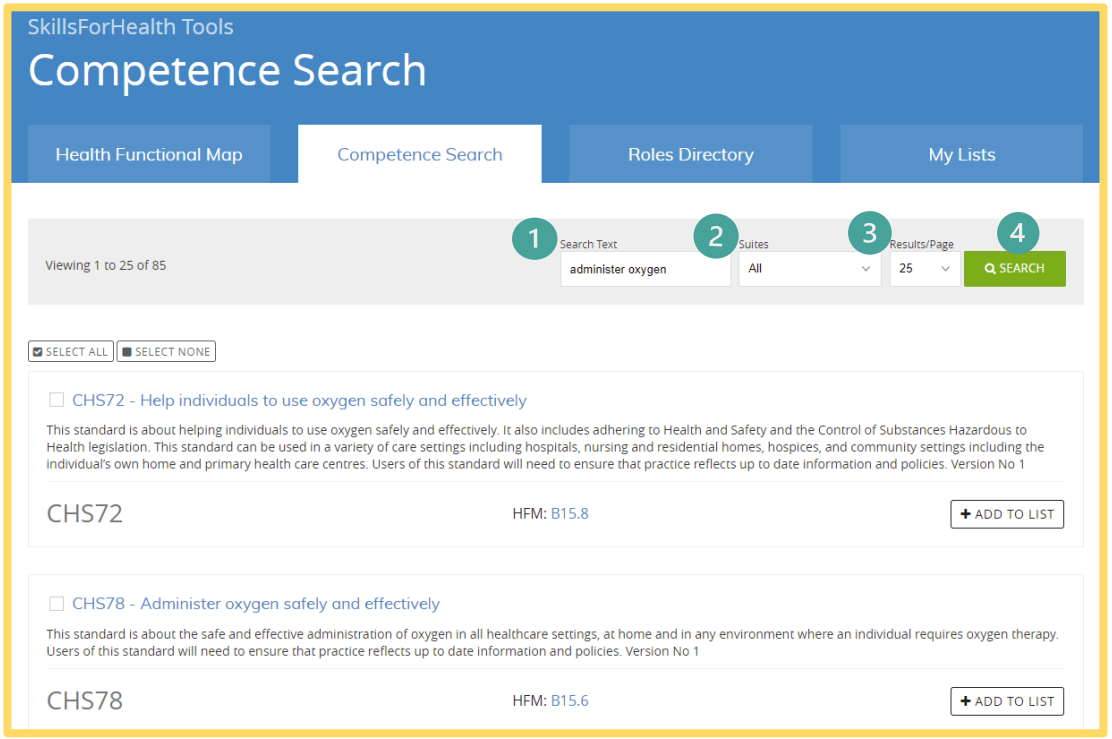
- Health Functional Map
- Competence Search
- Roles Directory
- My list
-

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.



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.
4. 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

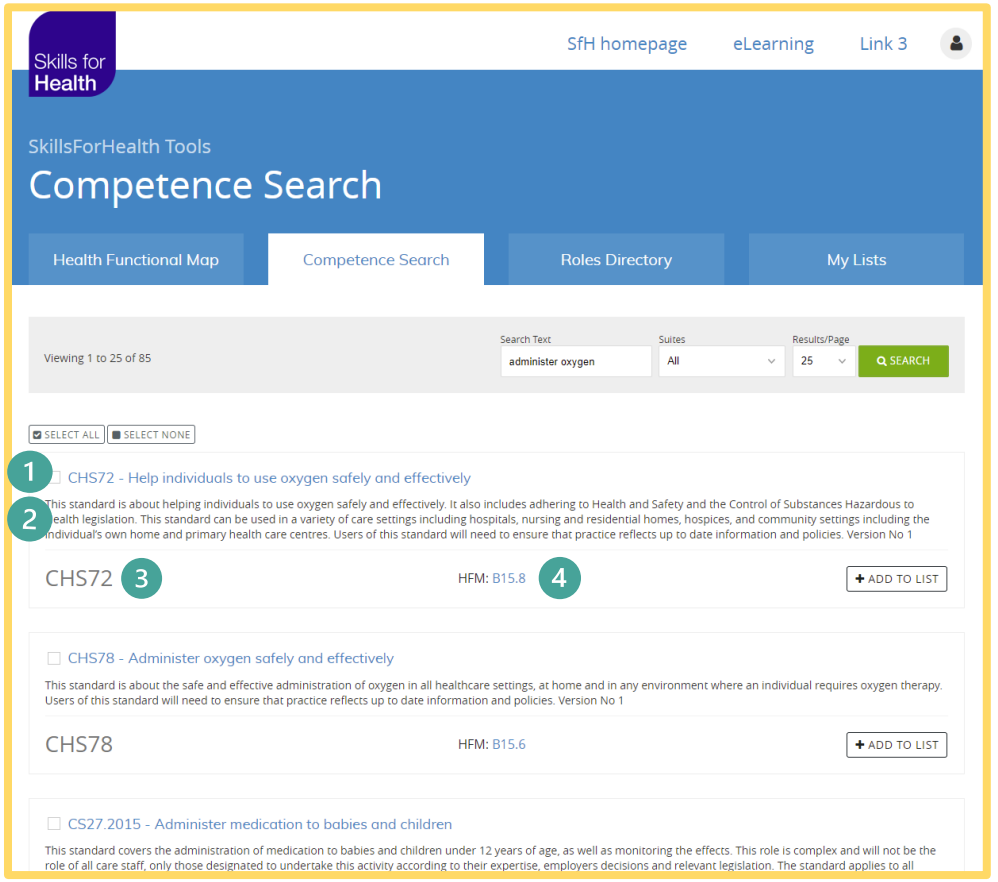


Search Results

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.



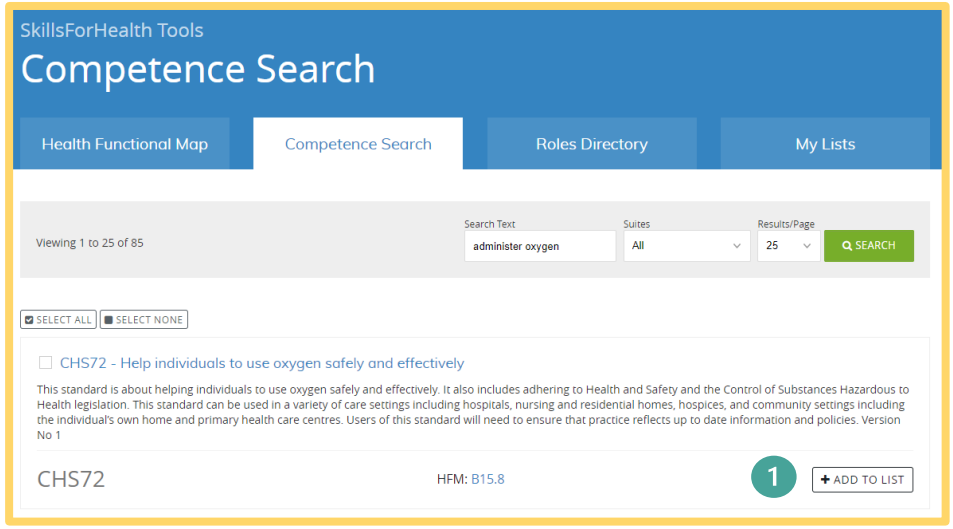
Adding Competences to a List

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.

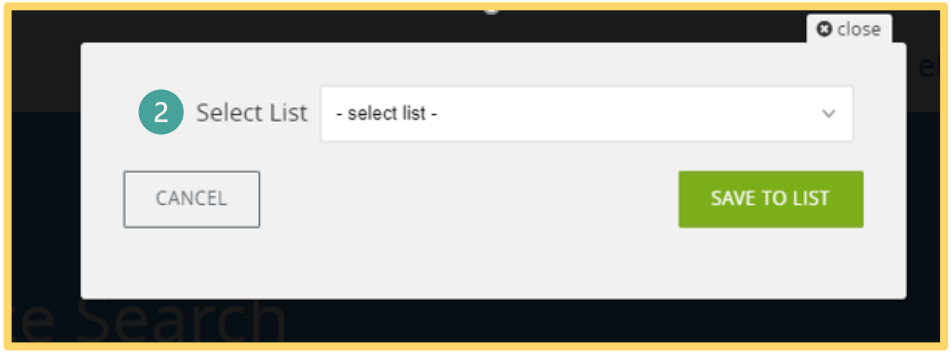
Perform a competence search. From your search results you can select;

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

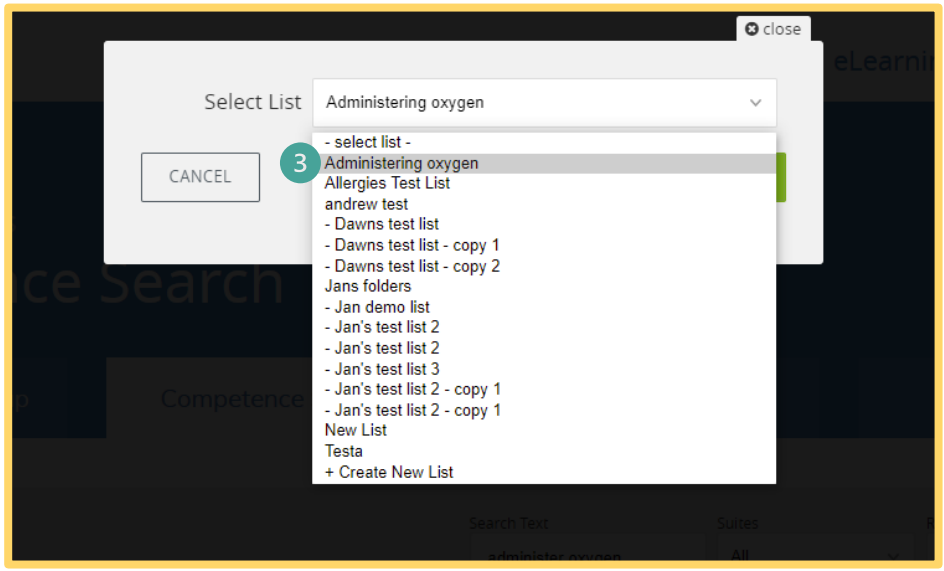
1. Select an individual competence, click on the +ADD TO LIST box



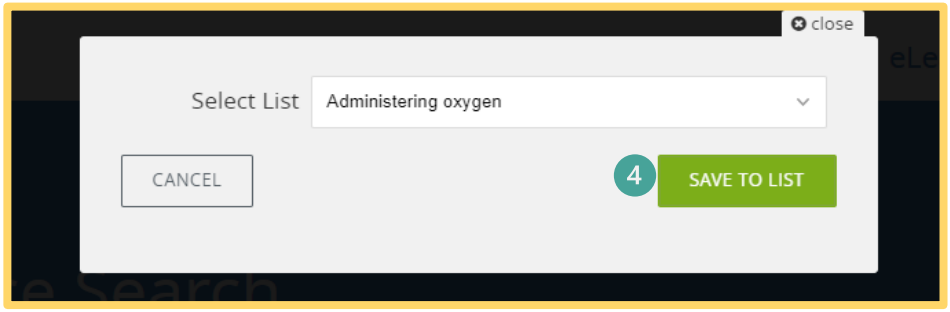
2. A pop-up screen with a drop-down list will appear and enable you to select the list you wish to add the competence to.



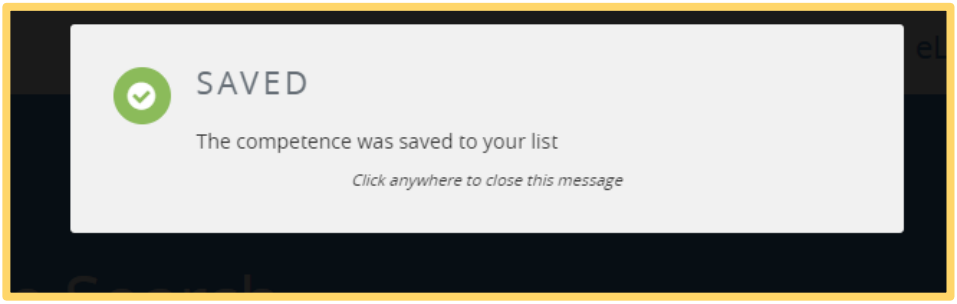
3. Click on the list you wish to add the competence to.



4. Confirm by clicking on SAVE TO LIST

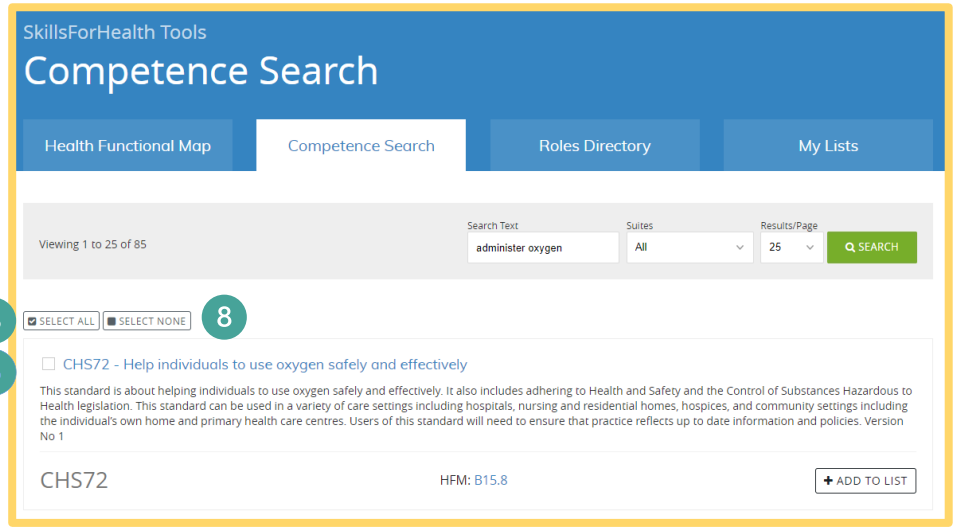


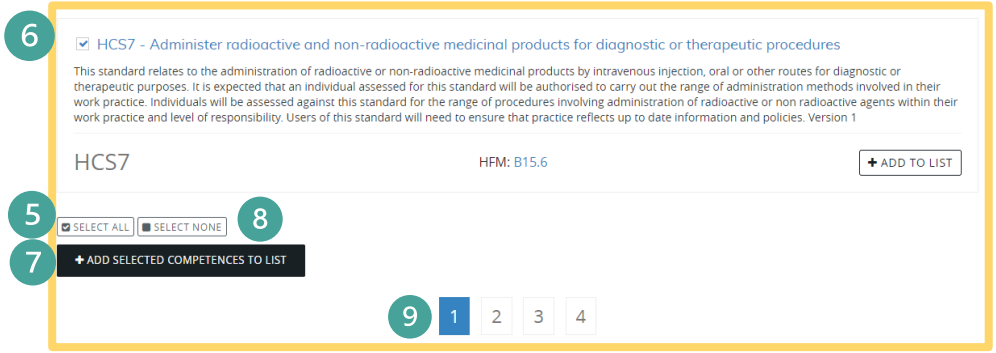
A message will appear to confirm you have SAVED the chosen competence to the chosen list.



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





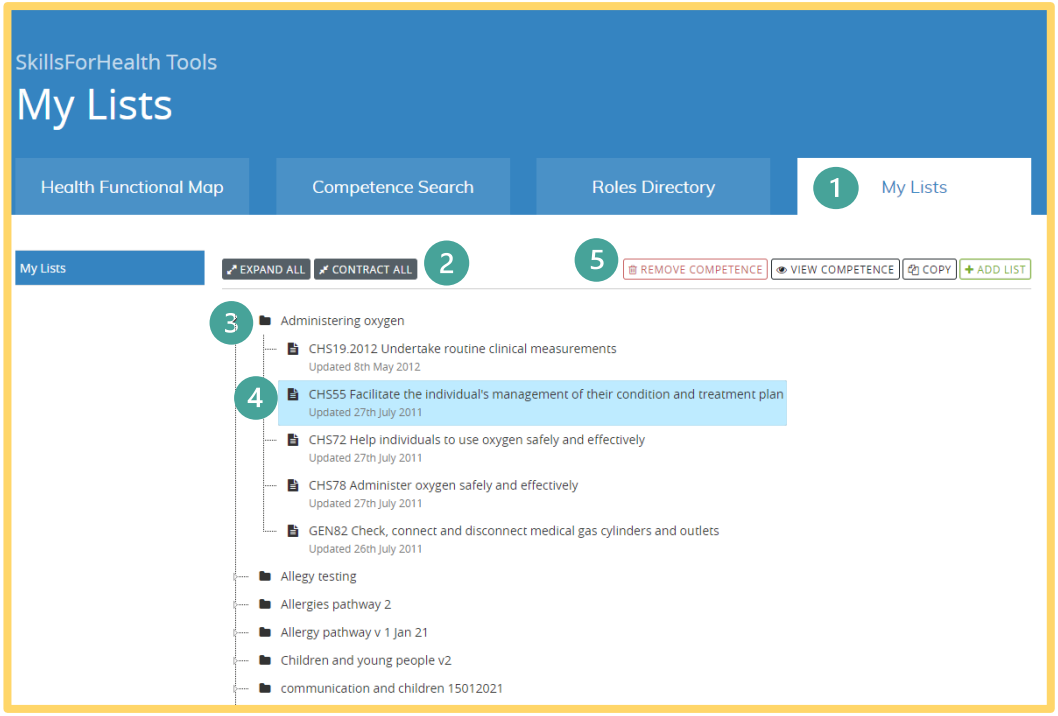
9. The number of pages of competences found can be seen at the bottom of the page. To review the next page of competences, click on the page number you wish to review.

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.

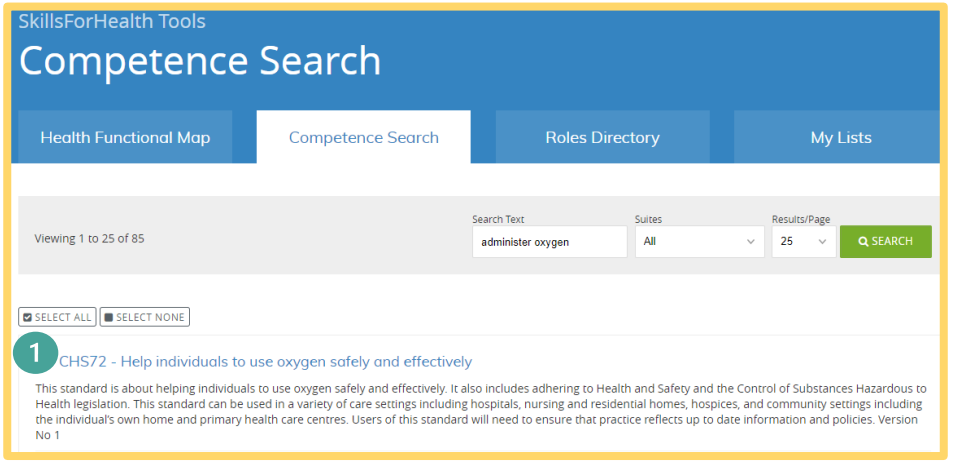
   Please note. A folder can be a single list of competences or can contain a number of lists set up as sub folders.
4. Highlight the specific competence you wish to delete from the list
5. Click on REMOVE COMPETENCE to delete the highlighted competence from the list.



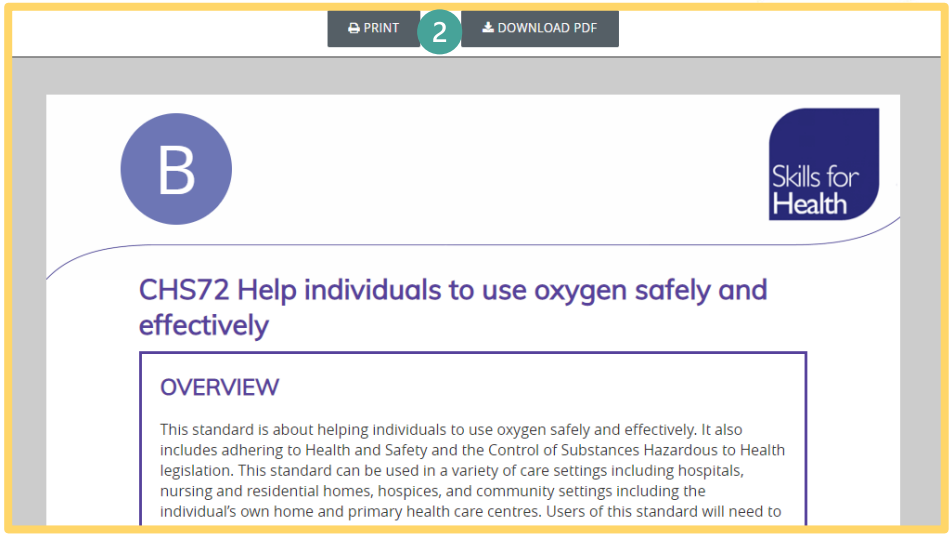
Printing and exporting competences

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).

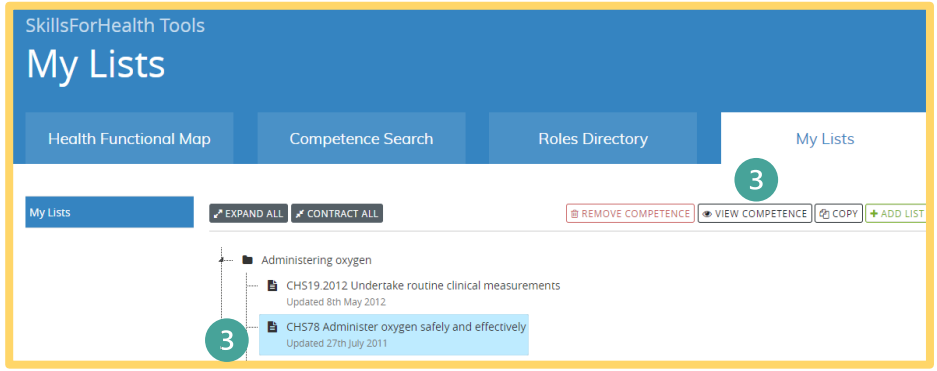
1. To print or export a competence from the Competence Search, simply click on the title of the competence you want to print. This will open the competence in full.



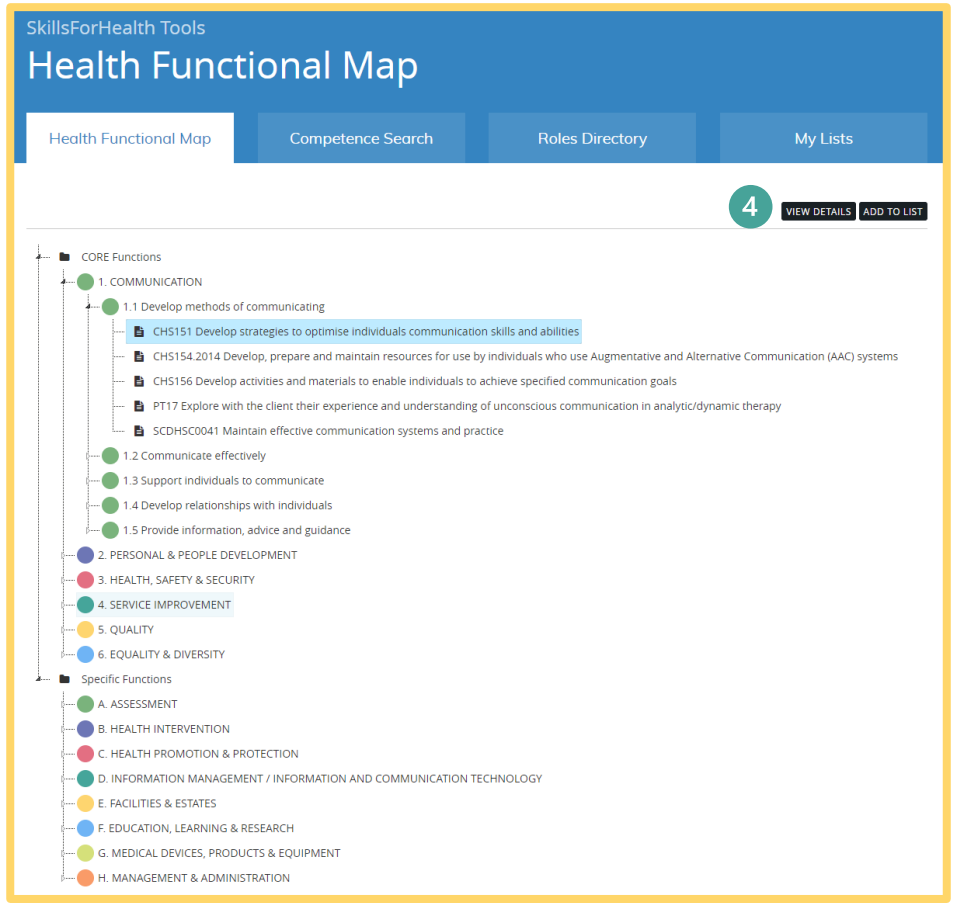
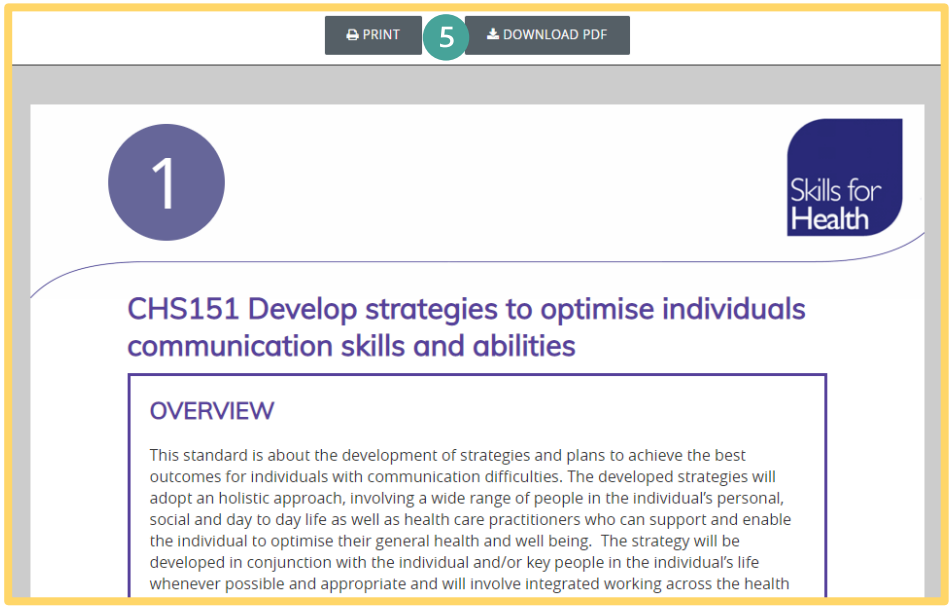
2. Above the open competence document, you will see two function boxes. PRINT and DOWNLOAD PDF. Click on action required.



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.



4. 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.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