

IT Learning Expectations

This is a DOH list of expectations for Health professionals:

- organise electronic information (e.g. naming documents, setting up directories, moving files, renaming files)
- use a word processor package to generate simple documents
- enter and manipulate data on a spreadsheet
- search a simple database
- undertake searches and access relevant sites on the web
- retrieve and download documents from various sources and transfer data from one application to another
- explain the reason for electronic networking and give examples of its use in the healthcare arena
- send, receive and acknowledge e-mail and attachments
- identify examples of the use of information technology as an effective tool in the delivery and management of healthcare
- evaluate the effective use of information systems in the NHS
- discuss why different examples should be paper based or electronic

The following also need to be considered by some healthcare professionals:

- set up a modem and internet connection
- construct and deliver a computerised slide presentation
- describe the data standards that exist for relevant operational systems, accessing networks and networked information .