

## Basic Information Technology skills standard for NHS Wales - [www.wales.nhs.uk/ecdl](http://www.wales.nhs.uk/ecdl)

Implementing the European Computer Driving Licence (ECDL®)

Nurses, Midwives and Health Visitors



### What is happening with the ECDL® and *Informing Healthcare*?

*Informing Healthcare* is a Welsh Assembly Government strategy to modernise healthcare in Wales, supported by investment in Information and Information Communications Technology (ICT). Key developments include creating a Single Electronic Health Record (Single Record) for all patients, and improving patient, carer and staff access to evidence-based health information. The programme includes an Access to Learning project, which will deliver free ECDL training to NHS staff. Enabling staff to achieve a basic standard of IT skills using ECDL is recognised as an important step towards exploiting the full power of the new systems being introduced for the Single Record, and other *Informing Healthcare* projects across Wales.

### What is the ECDL®?

The ECDL® is an internationally recognised qualification that sets out competences in seven key areas, each as a stand-alone module. It is managed in the UK by the British Computer Society (BCS) and has in excess of 50,000 registered candidates in Wales, and is already used by a large number of organisations throughout the world.

The modules are:

- Using a computer and managing files
- Information and Communication
- Basic Concepts of IT
- Word Processing
- Spreadsheets
- Databases
- Presentations

The ECDL is designed to give anyone basic skills necessary to feel confident using a computer. You don't require any previous knowledge of computers or software, and there are NHS centres across Wales who will provide training and guidance for anyone who needs help. The aim is to give all NHS staff the same basic set of skills, no matter what their role or organisation.



Online Solution of the Year

The 'Using a Computer and Managing Files' module and the 'Communication' module will cover the key skills required to undertake many of the tasks needed on a day to day basis, such as sending emails and organising files on a computer. The completion of these and the 'Basic Concepts' module leads to an interim award, BCS Level 1 Qualification.

You can take up to three years to complete the ECDL<sup>®</sup>, although most people actually complete it in one year. There are different ways to learn using electronic materials, books, CD ROM or tutor-led training. Delivery methods will depend on your location and should be flexible to meet the needs of all staff.

In order to put in place the skills required, the *Informing Healthcare* Access to Learning team provides a centrally procured national NHS ECDL<sup>®</sup> website, which enables local communities to provide the resources at no cost to them.

### What is provided through the portal?

Access to on-line training is controlled through an ECDL Co-ordinator in each NHS Trust, and an ECDL Co-ordinator based in the Business Service Centre for LHB staff and General Practices. Mock tests and support resources are accessible through the portal. Formal testing is also available from the portal but candidates must register using an ECDL logbook, available from local ECDL Co-ordinators, and must sit the tests in an accredited centre. You can find your local NHS centre on our web-based list on the NHS Intranet: <http://howis.wales.nhs.uk/ecdl/centressearch.cfm>. You can find all test centres in Wales by entering your area or postcode on the Internet at: <http://www.ecdl.co.uk>.

### Why do I need the ECDL<sup>®</sup>?

Investment in IT will enhance your role as a practitioner in the future. Access to patients' records and test results, the ability to order drugs and tests without filling in endless pieces of paper, with information and knowledge about best practices will be at your fingertips.

Properly trained to use the new systems, you should find that you are spending less time in front of technology and more time where you are most valuable; with your patients.

These new skills will be an important part of your professional and personal development. We are working hard nationally to provide you with the access to the learning materials at no cost to yourselves. Locally your organisations will be supporting you and focusing on the needs of your organisation as it develops.

### NHS experience so far

Work has been going on to ensure this award is right for the NHS. Below, staff who have completed the ECDL<sup>®</sup> outline their experience.

*"Having the ECDL has given me much more confidence with accessing patient results."*

*Nurse, Pontypridd & Rhondda NHS Trust*

*"I've freed up time during the day by using some of my new IT skills to complete tasks in improved, and more efficient ways."*

*Heath Visitor, North East Wales*

Considerable support has been received from the clinical professional bodies in establishing this standard. Long term the project aims to establish basic IT skills training using the ECDL<sup>®</sup> within the pre and post registration education programmes for clinical staff.

### Professional body support

Discussions have been ongoing with all of the relevant partners.

*"We recognise the need for a benchmarked standard, successful attainment of which will enable NHS staff to reap the benefit, for themselves and patients, of developments in IM&T... The qualification should not be seen as an added extra, but instead as an integral part of professional development, lifelong learning and performance review."*

*RCN, Wales*

*"ECDL<sup>®</sup> will contribute towards the creation of a uniform knowledge base about IM&T across the NHS workforce... ECDL<sup>®</sup> will benefit practitioners in a number of ways. It should enhance their personal and professional development and contribute to creating a culture for lifelong learning."*

*RCM, Wales*

*"It is important that health care practitioners working in primary care settings have access to appropriate IT, and have the necessary skills to use it to plan, implement, evaluate and improve patient care. ECDL<sup>®</sup> will be useful in providing a minimum basic standard for all community practitioners."*

*CPHVA, Wales*

### Want to know more about ECDL?

To find out more about the ECDL in NHS Wales visit our websites at: NHS Intranet: <http://howis.wales.nhs.uk/ecdl> or visit the Internet at: <http://www.wales.nhs.uk/ecdl>

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### Informing Healthcare

*Informing Healthcare* is a key part of the Welsh Assembly Government's strategy to corporately and collectively modernise health services in Wales over the next ten years, supported by investment in Information and Information Communications Technology (ICT).