

## SCDHSC0439

### Contribute to the development of organisational policy and practice



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#### Overview

This standard identifies the requirements when you contribute to the development of organisational policy and practice. The requirements include contributing to identifying potential for organisational development and presenting information and ideas to contribute to organisational development

This standard is tailored from SFHBA3.

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### Performance criteria

#### Contribute to identifying potential for organisational development

*You must be able to:*

- P1 base your initiatives on an awareness of the organisational development required within the existing context
- P2 establish, maintain and develop channels of communication and effective working relationships with relevant parties
- P3 actively seek relevant information from, and provide to, all appropriate parties
- P4 ensure your communications and information are free from discriminatory language and content
- P5 consult all relevant parties; conflicting interests are identified, acknowledged and, where possible, a way forward established. Where this is not possible, you seek advice on how to deal with this
- P6 identify and address relevant constraints and obstacles to progress
- P7 make clear and constructive contributions to establishing aims and objectives for development
- P8 make clear and constructive contributions to identifying the methods, timescales, roles and resources whereby aims and objectives can be achieved
- P9 ensure the contributions you propose are consistent with the available
- P10 record all relevant information accurately, and store it according to organisational policy and practice, including requirements for confidentiality development

#### Present information and ideas to contribute to organisational development

*You must be able to:*

- P11 identify and pursue opportunities for progressing organisational development in a creative manner
- P12 establish, maintain and develop channels of communication and effective working relationships with relevant parties
- P13 make active contributions in a manner and by means which fit the requirements of the situation
- P14 provide information that is clear, accurate, relevant to the case, and make it accessible to all appropriate parties, taking account of requirements for confidentiality
- P15 project the positive aspects, strengths and advantages of changes and/or developments proposed
- P16 ensure your contributions and information are free from discriminatory language and content
- P17 monitor and review your contribution to achieving objectives, and make plans for further work on the basis of all current information

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- and the availability of resources
- P18 identify, acknowledge and address constructively conflicting interests, constraints and obstacles to progress

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### Knowledge and understanding

*You need to know and understand:*

#### Legislation and organisational policy and procedures

- K1 the effect of statutory requirements, and changes in statutory requirements, upon your organisation and other key organisations in relation to planning development
- K2 your own organisation's relevant policies, practice guidelines, procedures, role boundaries and resources
- K3 your own organisation's structure and functions
- K4 other organisations' structures and functions and how they relate to your organisation
- K5 other key organisations' relevant services and resources, and how to access them

#### Theory and practice

*You need to know and understand:*

- K6 basic self-monitoring and evaluation methods
- K7 a range of methods and means for the presentation of information and ideas
- K8 a range of strategies for negotiation
- K9 basic research methods relevant to planning development
- K10 how to find out about further sources of relevant information, assistance, advice, support and resources

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### Additional Information

#### Scope/range related to performance criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

Note: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

The **individual** is the adult, child or young person you support or care for in your work

**Constraints and obstacles:** statutory requirements; resources; ideologies

**Context:** structure, decision-making processes, resources, aims and objectives of organisation; services provided by other agencies; statutory requirements

**Organisational development:** organisational policy; organisational practice

**Parties:** staff in own organisation; other organisations; service users

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### Scope/range relating to knowledge and understanding

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

**All knowledge statements must be applied in the context of this standard.**

Factors that may affect the health, wellbeing and development of individuals may include adverse circumstances or trauma before or during birth; autistic spectrum conditions; dementia; family circumstances; frailty; harm or abuse; injury; learning disability; medical conditions (chronic or acute); mental health; physical disability; physical ill health; poverty; profound or complex needs; sensory needs; social deprivation; substance misuse

### Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

To be treated as an individual

To be treated equally and not be discriminated against

To be respected

To have privacy

To be treated in a dignified way

To be protected from danger and harm

To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them

To communicate using their preferred methods of communication and language

To access information about themselves

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