

Unit: CPC 512 Assess the impact of commissioning policy and strategy on improving outcomes for individuals, families and communities (Commissioning, Procurement and Contracting)

Key Purpose

The key purpose identified for those working in commissioning, procurement and contracting is to: "Specify, shape and secure quality services, responses and projects that deliver improving outcomes for individuals, families and communities within the strategic objectives of the organisation"

Elements of competence

CPC 512 A Make a preliminary impact assessment of commissioning policy and strategy on improving outcomes for individuals, families and communities
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CPC 512 B Make a full impact assessment of commissioning policy and strategy on improving outcomes for individuals, families and communities

(Unit PHP33 & PHP34 Public Health NOS)

About this unit

This unit is about making an impact assessment of your commissioning strategy at a macro level. This will provide evidence as an indicator of the overall effectiveness of the strategic direction of commissioning in your organisation, and if the impact has been sufficient to continue with moving in that direction or if changes are needed. You will need to make a preliminary assessment in order to scope the full assessment. During the preliminary assessment you will identify your sources of data and information and identify the questions to be asked in the full assessment. The preliminary phase also gives you the chance to identify the tools and templates you will use in the full assessment

This unit has been imported from the Public Health NOS with some amendments. As a result it may look slightly different to the other units

Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Assessment might be qualitative and/or quantitative.

Impact assessments might be: prospective; retrospective; concurrent.

Policies to improve outcomes might be: within the workers' own employing agency; outside/outwith the workers' employing agency.

Values

The values underpinning this unit have been derived from the key purpose statement, the values and principles statement, relevant service standards and codes of practice for health and social care in the four UK countries. The values and principles statement is at the start of these units:

Key words and concepts

This section provides explanations of the key words and concepts used in this unit. In occupational standards it is quite common to find familiar words or phrases used, which, in the detail of the standards, may be used in a very particular way. **Therefore we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

CPC 512 A Make a preliminary impact assessment of commissioning policy and strategy on improving outcomes for individuals, families and communities

Performance Criteria

You must show that you:

1. Work in partnership with others to identify and collate existing relevant policies and strategies
2. Work in partnership with others to determine the criteria to be used in the assessment
3. Work in partnership with others to make a preliminary assessment of the policy/strategy against the agreed criteria and identify clearly:
 - potential positive impacts on outcomes
 - potential negative impacts on outcomes
 - justification for each of the preliminary findings
4. Work in partnership with others to identify the range of questions to be addressed in the full assessment process
5. Research and identify assessment tools that are valid and reliable for the task in hand

6. Work in partnership with others to produce a full and clear draft report on
 - conclusions and recommendations from the preliminary assessment
 - changes to the criteria established in the preliminary assessment
 - valid and reliable methods/tools for the full assessment
 - the resources needed for the full assessment
 - timescales
7. Gain feedback on the draft proposals from others not involved in the drafting of the proposals and incorporate their views into the final proposals.

CPC 512 B Make a full assessment of impact commissioning policy and strategy on improving outcomes for individuals, families and communities

Performance Criteria

You must show that you:

1. Work in partnership with others to develop a comprehensive action plan for undertaking the assessment which includes
 - the nature of the assessment
 - the magnitude of the assessment
 - who is to be involved in the assessment
 - effective methods for involving these people
 - full and detailed criteria against which the impact will be assessed
 - the tools to be used in the assessment
 - roles and responsibilities of different people and agencies in the assessment
 - what needs to happen and by when
 - how the different aspects inter-relate
2. Work in partnership with others to assess the policy/strategy against the agreed criteria and characterise clearly
 - the factors in the policy/strategy that will impact on outcomes
 - the relative importance of the factors
 - positive and negative impacts of the policy/strategy
 - justification for each of the findings
3. Work in partnership with others to develop an action plan that details how the positive impacts can be

- maximised and the negative impacts can be minimised or negated
4. Present conclusions and recommendations to everyone involved at a time and in a way they are likely to understand and be able to use and that
 - acknowledges the complexity of inter-relationships between the different factors and the difficulty of identifying simple causal relationships
 - highlights the benefits to be gained and the risks of inaction
 5. Work in partnership with others to re-assess the impact of policies/strategies on improving outcomes after implementation to confirm or deny the accuracy of the assessment.

Knowledge specification for the whole of this unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to the expectations and requirements of your job role**

You need to show that you know, understand and can apply in practice:

Values

1. Legal and organisational requirements on equality, diversity, discrimination, rights, confidentiality and sharing of information when making an impact assessment
2. How to manage ethical dilemmas and conflicts which can arise when making an impact assessment
3. The impact of organisational structure and culture upon how flexibly and innovatively resources can be used
4. How to effectively challenge information, documents, systems, structures, procedures and practices that are discriminatory when making impact assessments
5. Methods and ways of working that:
 - a. support equality and diversity
 - b. support the rights of people to communicate in their preferred way, media and language
 - c. support the development of sustainable new ideas

- d. are ethical and adhere to any codes of practice relevant to your work
 - e. respect other people's ideas, values and principles
6. Legal and organisational requirements about safeguarding children and vulnerable adults
 8. Why it is important to reflect on your own practice and identify areas for further development and how to do so
 9. The differences in types, structures, governance and capacity of organisations, particularly voluntary sector and micro-providers, and the implications for assessing impact of policies

Legislation and organisational policy and procedures

10. Regulation, codes of practice and conduct relevant to yourself and others codes of practice and conduct, and standards and the roles, responsibilities, accountability and duties of others when making an impact assessment
11. Current local, UK and European legislation and organisational requirements, procedures and practices for:
 - Commissioning to achieve outcomes
 - data protection
 - risk assessment and management
12. Key government initiatives which affect the organisation's practices when making impact assessments
13. How to access, evaluate and influence organisational and workplace policies, procedures and systems for impact assessments

Theory and practice

14. An up-to-date knowledge of:
 - best practice in impact assessment
 - government reports, inquiries and research relevant to impact assessment
 - the history and development of impact assessments, their current state of development and their relationship to other forms of impact assessments (such as environmental)
 - the different aspects that have to be considered when undertaking preliminary assessments and screening of policies (eg population analysis,

context, quantitative and qualitative prognoses)
and apply these in practice

- the assessment tools that are used in impact assessments
- positive and negative impacts on outcomes
- the concepts of certainty and uncertainty and the effect of these on predictions about achievement of outcomes, and why baseline assessments usually need to be used
- policy and strategy appraisal and the need to maintain a dispassionate view of risks in the face of what may be highly emotive and political debates

15. Theories of:

- Public sector commissioning
- Risk management
- Change management
- Cost benefit analysis
- conflicts and dilemmas

16. The use of evidence based practice to:

- justify your actions and decisions
- record and report processes and outcomes of your work.