

## Writing for Publication

HCPC	GMC	NMC	GPhC	PSA	SfH	GDC	GOC	ACHCA	CIPD	AHCS
2.5: You must work in partnership with colleagues, sharing your skills, knowledge and experience where appropriate, for the benefit of service users and carers.	From Domain 2: * able to make clear, accurate and contemporaneous records of their observations or findings in English * able to demonstrate appropriate IT skills, including word processing and data collection.	4.2: make sure that you get properly informed consent and document it before carrying out any action	From Standard 4: * use their skills and knowledge, including up-to-date evidence, to deliver care and improve the quality of care they provide	From Standard 2: • I will take responsibility for ensuring that I have the relevant knowledge and skills to perform as a board member and that I reflect on and identify any gaps in my knowledge and skills, and will participate constructively in appraisal of myself and others. I will adhere to any professional or other codes by which I am bound • I will act consistently and fairly by applying these values in all my actions, transactions, communications, behaviours, and decision-making, and always raise concerns if I see harmful behaviour or misconduct by others.	2.5: always gain valid consent before providing healthcare, care and support. You must also respect a person's right to refuse to receive healthcare, care and support if they are capable of doing so	4.2.1: Confidentiality is central to the relationship and trust between you and your patients. You must keep patient information confidential. This applies to all the information about patients that you have learnt in your professional role including personal details, medical history, what treatment they are having and how much it costs.	1.4: Treat patients as individuals and respect their dignity and privacy. This includes a patient's right to confidentiality.	From Expectation II: • Possess and maintain the competencies necessary to effectively perform his or her responsibilities. • Actively strive to enhance knowledge of and expertise in long-term care administration through continuing education and professional development.	1.2: Champion and demonstrate employment and business practices that promote sensitivity for the customs, practices, culture and personal beliefs and rights of others. Whilst upholding and promoting equal opportunity, diversity, inclusion and dignity	1.3.5: You use communication formats and channels (spoken, written and digital, and including social media and online networking platforms) in appropriate, professional ways – especially when involving patients and carers
3.3: You must keep your knowledge and skills up to date	From Domain 3: * data protection and confidentiality	5.2: make sure that people are informed about how and why	From Standard 7: * understand	From Standard 3: • I will seek excellence in	3.6: actively encourage the delivery of high	4.2.7: If other people ask you to provide	3.1: Obtain valid consent before	From Expectation IV: • Foster increased	2.3: Act in accordance with the interests of	1.3.6: You produce materials about your service and professional

<p>and relevant to your scope of practice through continuing professional development.</p>	<p>information is used and shared by those who will be providing care</p>	<p>the importance of managing information responsibly and securely, and apply this to their practice</p>	<p>clinical care, patient safety, patient experience, and the accessibility of services</p>	<p>quality healthcare, care and support</p>	<p>information about patients (for example, for teaching or research), or if you want to use patient information such as photographs for any reason, you must:</p> <ul style="list-style-type: none"> <li>• explain to patients how the information or images will be used;</li> <li>• check that patients understand what they are agreeing to;</li> <li>• obtain and record the patients' consent to their use;</li> <li>• only release or use the minimum information necessary for the purpose; and</li> <li>• explain to the patients that they can</li> </ul>	<p>examining a patient, providing treatment or involving patients in teaching and research activities. For consent to be valid it must be given:</p> <ul style="list-style-type: none"> <li>• Voluntarily.</li> <li>• By the patient or someone authorised to act on the patient's behalf.</li> <li>• By a person with the capacity to consent.</li> <li>• By an appropriate informed person.</li> <li>• Inform means explaining what you are going</li> </ul>	<p>knowledge within the profession of health care administration and support research efforts toward this end.</p> <ul style="list-style-type: none"> <li>• Share areas of expertise with colleagues, students, and the general public to increase awareness and promote understanding of health care in general and the profession in particular.</li> </ul>	<p>the employer/client except where professional, ethical or legal duties require otherwise.</p> <p>2.5: Comply with prevailing requirements of copyright, intellectual property, patents, licensing, piracy, plagiarism, trade secrets, privacy rights and appropriation. Respect the rights of others and prevent misuse of the CIPD logo.</p>	<p>activity that do the following:</p> <ul style="list-style-type: none"> <li>• Present clear, accurate information in a format appropriate for the target audience (e.g., patients, carers or other healthcare professionals).</li> <li>• Provide clarity on when you are giving advice or expressing a professional opinion and the basis and parameters of this.</li> <li>• Comply with relevant legal, ethical and professional requirements and codes, including those relating to advertising, presenting research data, and writing for publication</li> </ul>
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withdraw their permission at any time. If it is not necessary for patients to be identified, you must make sure they remain anonymous in any information you release.

to do and ensuring that patients

- are aware of any risks and options in
- terms of examination, treatment, sale or
- supply of optical appliances or research
- they are participating in. This includes the
- right of the patient to refuse treatment or have a chaperone or interpreter

							present.			
5.1: You must treat information about service users as confidential.	From Domain 5: * promoting a culture of learning and academic and professional critical enquiry	9.2: gather and reflect on feedback from a variety of sources, using it to improve your practice and performance	From Standard 9: * contribute to the education, training and development of the team or of others	From Standard 4: <ul style="list-style-type: none"><li>• Making the best use of my expertise and that of my colleagues while working within the limits of my competence and knowledge</li><li>• Working collaboratively and constructively with others, contributing to discussions, challenging decisions, and raising concerns effectively</li><li>• Confidently and competently using data and other forms of intelligence, including patient complaints and feedback, to improve the quality of care</li></ul>	4.3: always explain and discuss the care, support or procedure you intend to carry out with the person and only continue if they give valid consent		5.1: Be competent in all aspects of your work, including clinical practice, supervision, teaching, research and management roles, and do not perform any roles in which you are not competent.	4.1: Develop your professional knowledge, skills and competence through curiosity, seeking feedback, reflection, continuing professional development, mentorship and exposure to growth opportunities. Identify and address any gaps; demonstrate your adherence to the CIPD's continuing professional development policy.	4.2: Provide an insightful, up-to-date and evidence based service. Manage commitments effectively and take action where deadlines and obligations are at risk of not being met, particularly where external or personal factors may disrupt service delivery	4.4: Safeguard all restricted, confidential, commercially sensitive and personal data. Do not use it for personal advantage or to the

								benefit or detriment of third parties.	
5.2: You must only disclose confidential information if: – you have permission; – the law allows this; – it is in the service user's best interests; or – it is in the public interest, such as if it is necessary to protect public safety or prevent harm to other people	From Domain 6: * using data to identify areas for improvement	10.4: attribute any entries you make in any paper or electronic records to yourself, making sure they are clearly written, dated and timed, and do not include unnecessary abbreviations, jargon or speculation		From Standard 5: <ul style="list-style-type: none"><li>• I will seek to be fair, transparent, measured, and thorough in decision-making and in the management of public money</li></ul>	4.4: maintain clear and accurate records of the healthcare, care and support you provide. Immediately report to a senior member of staff any changes or concerns you have about a person's condition		5.4: Reflect on your practice and seek to improve the quality of your work through activities such as reviews, audits, appraisals or risk assessments. Implement any actions arising from these.		2.3.4: You contribute to enacting, reviewing and updating service delivery processes and procedures to uphold patient, servicer user and public safety, in line with your scope of practice, competence and job role and informed by current best practice.
	From Domain 9: * demonstrate appropriate knowledge of research principles and concepts and the translation of research into practice, including: - recruitment into trials and research programmes - ethical implications of research governance * understand and promote innovation in healthcare	10.6: collect, treat and store all data and research findings appropriately		From Standard 6: <ul style="list-style-type: none"><li>• Ensuring that patients and service users and their families have clear and accessible information about the choices available to them so that they can make their own decisions</li><li>• Respecting patients' rights to consent, privacy and confidentiality, and access to information, while enabling the legitimate sharing of information between care teams and</li></ul>	5.1: treat all information about people who use health and care services and their carers as confidential		10.1: Work collaboratively with colleagues within the optical professions and other healthcare practitioners in the best interests of your patients, ensuring that your communication is clear and effective.		3.1.4: You interpret and advise on complex and/or specialist data in the context of the clinical question being posed, your scope of practice and role, including by providing the following: <ul style="list-style-type: none"><li>• The results obtained through your investigation or examination.</li><li>• Your analysis and interpretation of the results.</li><li>• The basis of your diagnostic or therapeutic opinion or advice, including any caveats to this.</li><li>• The relevance of your findings for informing further decision-making</li></ul>

				<ul style="list-style-type: none"> <li>professionals for the purposes of a patient's direct care</li> <li>Being open about the evidence, reasoning, and reasons behind decisions about budget, resource, and contract allocation</li> </ul>						and actions on the part of the responsible clinician. The wider implications for optimising the efficiency and effectiveness of clinical investigations for individual patients or groups of patients.
		21.4: make sure that any advertisements, publications or published material you produce or have produced for your professional services are accurate, responsible, ethical, do not mislead or exploit vulnerabilities and accurately reflect your relevant skills, experience and qualifications			5.2: only discuss or disclose information about people who use health and care services and their carers in accordance with legislation and agreed ways of working		14.1: Keep confidential all information about patients in compliance with the law, including information which is handwritten, digital, visual, audio or retained in your memory.		4.1.5: You critically evaluate and apply research and other available evidence to do the following: <ul style="list-style-type: none"> <li>Inform your own practice and ensure that this remains leading-edge.</li> <li>Inform your colleagues' practice and professional development.</li> <li>Contribute to quality improvements in service delivery.</li> <li>Enhance patient care and outcomes.</li> <li>Contribute to and share new knowledge in line with meeting the public interest.</li> </ul>	
					6.4: improve the quality and safety of the care you provide with the help of your		14.3: Maintain confidentiality when communicating		5.2.2: You contribute to distributed leadership within your team or service, including by doing the following in	

					supervisor (and a mentor if available), and in line with your agreed ways of working	publicly, including speaking to or writing in the media, or writing online including on social media.			line with your scope of practice and job role: <ul style="list-style-type: none"> <li>• Acting as a role model and leading by example.</li> <li>• Addressing the development needs of those for whom you have leadership, management, supervision and/or training responsibilities.</li> <li>• Engaging in reviews of team performance.</li> <li>• Engaging in activity (including CPD) to enhance team performance.</li> <li>• Engaging in exercises to address deficiencies in team performance.</li> <li>• Distilling, sharing and applying learning from team development activities.</li> <li>• Celebrating team success.</li> <li>• Encourage staff to report concerns and not prevent anyone from raising concerns.</li> </ul>
						14.6: Only use the patient information you collect for the purposes			

							it was given, or where you are required to share it by law.				
							16.4: Ensure that you do not make false or misleading statements when describing your individual knowledge, experience, expertise and specialties, including by the use of titles.				
							16.6: Do not make misleading, confusing or unlawful statements within your advertising.				