

Overview

This standard is about carrying out a review of your own practice. It involves monitoring and evaluating the quality of your work activities and outcomes and taking appropriate actions to support continuous improvement.

You need to demonstrate on a continuous basis that you can apply relevant quality standards and procedures to your working practice. You need to use a range of sources of information to support your monitoring activity including feedback from service users and work colleagues. You will report cases of non-compliance with quality standards and identify and use opportunities for quality improvement.

Users of this standard will need to communicate effectively to meet individuals' needs and wishes and work in line with health and safety legislation, policy and practices.

Performance criteria

You must be able to:

- P1. identify and agree the roles and responsibilities of yourself and others in monitoring your own work practices
- P2. allocate monitoring activities within your work at regular intervals that are consistent with legal, professional and organisational requirements
- P3. adjust the frequency of monitoring where necessary to ensure compliance with quality systems and whenever risks are identified
- P4. monitor and record your work activities and outcomes against the relevant quality indicators and standards
- P5. access information from appropriate sources as relevant to the monitoring activity
- P6. obtain the correct and complete data relevant to the monitoring activity
- P7. identify any non-compliance or variance in work activities and outcomes against relevant quality indicators
- P8. report instances of non-compliance or variance with quality standards accurately and promptly to relevant people
- P9. use the monitoring results to improve your working practices and outcomes
- P10. access appropriate support to improve your practice where required
- P11. act on any recommendations to improve performance and quality outcomes
- P12. review any changes to working practices as required to confirm and sustain improvements
- P13. complete all relevant documentation required for monitoring your own work practices

Knowledge and understanding

You need to know and understand:

- K1. how to access and interpret all relevant work instructions, legislation, guidelines, policies, procedures and protocols needed to monitor your own work practices
- K2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
- K3. the purpose, method and requirements for monitoring your work activities and outcomes within your scope of practice
- K4. the range of quality standards and procedures for your area of work and organisational policies and procedures for quality monitoring
- K5. the range of internal and external quality assurance systems relevant to your area of work and the expectations of your contributions to these
- K6. factors which may influence the quality of your work activities and outcomes and how to recognise these
- K7. how deviations from agreed working procedures may influence the nature, quality or reliability of the outcomes achieved
- K8. sources of information to support monitoring and evaluation of your work activities and outcomes and how to access these
- K9. the range of data relevant to the monitoring activity to be undertaken
- K10. how to identify and evaluate variances in working practice and outcomes
- K11. actions you must take and timescales for doing this in cases of non-compliance or variance with quality standards and how to access advice and support for quality improvement
- K12. the importance of reflection on your practice and how that reflection can help improve your practice.
- K13. the policies and guidance that clarify your scope of practice, quality systems, accountabilities and the working relationship between yourself and others
- K14. how to complete and safely store all relevant documentation in accordance with organisational requirements

SFHGEN23



Monitor your own work practices

| | |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Developed by | Skills for Health |
| Version Number | 3 |
| Date Approved | 13 Feb 2026 |
| Indicative Review Date | 13 Feb 2031 |
| Validity | Current |
| Status | Original |
| Originating Organisation | Skills for Health |
| Original URN | SFHGEN23 |
| Relevant Occupations | Health and Safety Officers, Health and Social Care, Health Associate Professionals, Health Professionals, Health, Public Services and Care, Healthcare and Related Personal Services |
| Suite | General Healthcare |
| Keywords | Monitor, own, work, practices |
