

**SKILLS FRAMEWORK FOR HEALTHCARE  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

|                                    |  |                |  |   |  |  |
|------------------------------------|--|----------------|--|---|--|--|
| <b>TSC Category</b>                | Evidence-based Practice  |                |  |   |  |  |
| <b>TSC</b>                         | Data Collection and Management                                 |                |  |   |  |  |
| <b>TSC Description</b>             | Employ sound research methodologies to collect and manage data |                |  |   |  |  |
| <b>TSC Proficiency Description</b> | <b>Level 1</b>   | <b>Level 2</b> | <b>Level 3</b>   | <b>Level 4</b>  | <b>Level 5</b>   | <b>Level 6</b>   |
|                                    |  |                | <b>HCE-DAT-3009-1.1</b>  | <b>HCE-DAT-4009-1.1</b>   | <b>HCE-DAT-5009-1.1</b>  | <b>HCE-DAT-6009-1.1</b>  |
|                                    |  |                | Collect and enter research data with guidance  | Set up specific research database, manage collected data and provide guidance to junior researchers   | Ensure compliance to current organisational collection standards for all projects within the department  | Set standards and guidelines regarding data collection and management for the department   |
| <b>Knowledge</b>                   |  |                | <ul style="list-style-type: none"> <li>• Types of data</li> <li>• Data collection methods</li> <li>• Processes for data collection, entry and verification</li> <li>• Data confidentiality guidelines</li> <li>• Relevant personal data protection and confidentiality regulations</li> <li>• Data storage procedures</li> <li>• International research ethics</li> <li>• Essential research administration</li> </ul> | <ul style="list-style-type: none"> <li>• Applicable database platforms for data storage and consolidation</li> <li>• Potential weaknesses and compromises in data collection</li> <li>• Processes for confidential disposal of research data</li> <li>• Strategies to minimise data entry errors</li> </ul> | <ul style="list-style-type: none"> <li>• Elements of research data policies</li> <li>• Data retention policies</li> <li>• Organisational procedures in confidential data management</li> </ul> | <ul style="list-style-type: none"> <li>• Organisational and international standards on data safety and monitoring</li> <li>• Interests of various stakeholders involved in data collection and management processes</li> </ul> |

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| <b>Abilities</b> |  |  | <ul style="list-style-type: none"> <li>• Conduct data collection with guidance</li> <li>• Enter data</li> <li>• Ensure data entered is accurate, complete, and verifiable from source documents</li> <li>• Store data in a safe and secure manner</li> <li>• Maintain data confidentiality</li> <li>• Ensure data form complies with Personal Data Protection Act with guidance</li> <li>• Coordinate and produce data queries, keeping appropriate records of findings and resolutions, and raise concerns when necessary</li> </ul> | <ul style="list-style-type: none"> <li>• Coordinate data entry processes for specific research</li> <li>• Set up strategies to minimise data entry errors</li> <li>• Ensure data form complies with Personal Data Protection Act</li> <li>• Maintain research data logs, records, and communications</li> <li>• Create data entry documents</li> <li>• Dispose of confidential data according to the prescribed guidelines and procedures after research has been completed</li> <li>• Train research assistant or junior staff in data collection and management</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Develop department's data policies to provide clarity on what is expected by the department or research teams and who is responsible for which activities</li> <li>• Ensure department's data management complies with Personal Data Protection Act</li> <li>• Develop data preservation policies that promotes preservation of data from projects for reference in future projects</li> <li>• Review and audit for departmental data management compliance</li> <li>• Perform reviews and audits for compliance to departmental data management</li> </ul> | <ul style="list-style-type: none"> <li>• Endorse department's data policies</li> <li>• Collaborate with other Allied Health professionals to identify common hazards in data protection across professions</li> <li>• Contribute to development of standards on data collection and management to ensure alignment of research standards across professions</li> <li>• Collaborate with relevant government agencies to surface issues or concerns and develop or improve laws regarding data collection methods and data management procedures and standards</li> </ul> |
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