Entry requirements (information management staff)

This page has information on the entry requirements and skills needed for information management roles in health.

Entry requirements into information management will depend on the role you are looking at and what level it is. It is possible to start in an entry-level post without formal qualifications, but GSCEs or equivalent qualifications are an advantage.

Apprenticeships [1] in health informatics [2] are also available.

A level 3 apprenticeship in clinical coding has been approved. Entry requirements for apprenticeships will be down to the employer offering the apprenticeship. Apprenticeships will be with employers, with study at university and vacancies will appear on the NHS Jobs website [3] and the Government's Find an Apprenticeship website [4].

More senior information management staff will have an undergraduate degree in health informatics [2] while a postgraduate qualification in information and library work might be necessary for very senior roles.

The NHS Graduate Management Training Scheme [5] also has specialisms in health informatics [2] and health analysis for graduates with relevant degrees.

- ## Personal characteristics and skills

Roles in information management require a sound understanding of health and healthcare. Individuals with a knowledge of, interest in, or experience of statistics or mathematics are often sought after for information management.

Good IT, organisational and numeracy skills are important as well as an interest in examining health sector data. Excellent communication skills are necessary, along with a proven track record of working on their own initiative.

Information management staff are problem solvers and enjoy sharing ideas and best practice so patient information diagnoses and treatment is fully and accurately recorded.

For staff working in clinical audit [6] specifically, a good understanding of clinical audit is important as well as being familiar with the concepts of clinical effectiveness [7] and clinical governance.

Links
[1] https://www.healthcareers.nhs.uk/i-am/secondary-school-or-fe-college/apprenticeships-traineeships-and-cadet-schemes [2] https://www.healthcareers.nhs.uk/glossary#Informatics [3] http://www.jobs.nhs.uk [4] https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch [5] http://www.nhsgraduates.co.uk [6] https://www.healthcareers.nhs.uk/glossary#Clinical_audit [7] https://www.healthcareers.nhs.uk/glossary#Clinical_effectiveness