Overview

This standard outlines the requirements when you maintain effective working relationships with those working in other agencies. This includes both developing and sustaining effective relationships with staff in other agencies.
SCHSC0399
Maintain effective working relationships with staff in other agencies

Performance criteria

You must be able to:

Develop effective working relationships with staff in other agencies

P1 demonstrate a clear understanding of the roles and responsibilities of the different people and agencies involved in joint working
P2 develop with others clear action plans for the joint work which include details of its aims, what will happen, who is responsible for doing it and by when
P3 clarify with the people concerned their role in relation to action plans which are already in existence
P4 agree arrangements for joint work which are appropriate to the nature and purpose of the work and likely to be effective in establishing and maintaining relationships
P5 agree with others the confidentiality attached to different types of information and how to balance the risks of sharing or not sharing information
P6 establish effective methods to monitor and review the progress of the joint work
P7 challenge attitudes, behaviour and systems which are discriminatory or oppressive
P8 seek advice and support promptly when you need to discuss aspects of the joint work with those in your own work setting

Sustain effective working relationships with staff in other agencies

You must be able to:

P9 interact with others in ways which encourage effective relationships, participation, understanding and respect for people's views, roles and responsibilities
P10 maintain a clear focus on the benefits of joint working
P11 uphold the views and policies of your own agency, articulating them clearly to others
P12 agree with the people involved how any tensions arising from joint work will be addressed
P13 act in a way, and at a level of involvement, which is consistent with your own role and the agreements reached with others
P14 communicate information only to people who are authorised to have it
P15 contribute to regular reviews of the effectiveness and efficiency of joint working arrangements
P16 identify ways in which joint working arrangements could be improved
P17 use reviews and your own reflections on the benefits and advantages of joint working to develop your own work practice
P18 complete records accurately and clearly
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P19 store records according to legal and work setting requirements
P20 pass on information to appropriate people on how the policies and approaches of your own agency can be improved in the light of joint working
Knowledge and understanding

You need to know and understand:

<table>
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<th>Rights</th>
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<tr>
<td>K1 legal and work setting requirements on equality, diversity, discrimination and rights</td>
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<td>K2 your role in promoting individuals’ rights, choices, wellbeing and active participation</td>
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<td>K3 your duty to report any acts or omissions that could infringe the rights of individuals</td>
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<td>K4 how to deal with and challenge discrimination</td>
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</tbody>
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Your practice

You need to know and understand:

| K5 legislation, statutory codes, standards, frameworks and guidance relevant to your work, your work setting and the content of this standard |
| K6 your own background, experiences and beliefs that may have an impact on your practice |
| K7 your own roles, responsibilities and accountabilities with their limits and boundaries |
| K8 the roles, responsibilities and accountabilities of others with whom you work |
| K9 how to access and work to procedures and agreed ways of working |
| K10 the prime importance of the interests and well-being of the individual |
| K11 how to build trust and rapport in a relationship |
| K12 how your power and influence as a worker can impact on relationships |
| K13 how to work in partnership with individuals, key people and others |
| K14 how to manage ethical conflicts and dilemmas in your work |
| K15 how to challenge poor practice |
| K16 how and when to seek support in situations beyond your experience and expertise |

Personal and professional development

You need to know and understand:

| K17 principles of reflective practice and why it is important |

Communication

You need to know and understand:

| K18 methods to promote effective communication and enable |
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You need to know and understand:

K19 your work setting policies and practices for monitoring and maintaining health, safety and security in the work environment
K20 practices for the prevention and control of infection in the context of this standard

Health and Safety

You need to know and understand:

K21 the responsibility that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
K22 indicators of potential harm or abuse
K23 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
K24 what to do if you have reported concerns but no action is taken to address them

Safe-guarding

You need to know and understand:

K25 legal requirements, policies and procedures for the security and confidentiality of information
K26 legal and work setting requirements for recording information and producing reports
K27 principles of confidentiality and when to pass on otherwise confidential information

Handling information

You need to know and understand:

Specific to this NOS

You need to know and understand:

K28 the nature of the sector in which you are practising, and the nature, roles and functions of the principal agencies within it
K29 your agency’s structures, functions, methods of communication and decision making processes
K30 models of agency development and how these have been put into action by others, the basis of these models and their meaning for the practice of workers
K31 any particular factors relating to your agency’s policies and practices which affect joint work
K32 the effect of agency structure and culture upon the policy and practice of joint working
K33 the actions which are appropriate in terms of resolving conflict and the tensions which might arise between current thinking and agency policy
K34 principles and benefits of joint working and the importance of
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- reaching agreements about roles and responsibilities and arrangements for decision-making
- methods of identifying and resolving conflict within and between agencies and between individuals
- the factors likely to hinder joint working
- the people who are authorised to have information relating to joint working
- how stereotypical assumptions can affect joint work and examples of how you have minimised these
- methods of assessing the effectiveness of joint working relationships
- methods of evaluating your own competence, determining when further support and expertise are needed and the measures taken to improve your own competence in this area of work
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Additional Information

**Scope/range related to performance criteria**

The details in this field are explanatory statements of scope and / or examples of possible contexts in which the NOS may apply: they are not to be regarded as range statements required for achievement of the NOS.

**Others** are people within and outside your organisation who are necessary for you to fulfil your job role.

**Values**

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- To be treated as an individual
- To be treated equally and not be discriminated against
- To be respected
- To have privacy
- To be treated in a dignified way
- To be protected from danger and harm
- To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- To communicate using their preferred methods of communication and language
- To access information about themselves
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