

The Professional Knowledge and Skills Base for Health

A guide for healthcare library and knowledge services staff
and employers

www.libraryservices.nhs.uk/pksb
www.cilip.org.uk/pksb

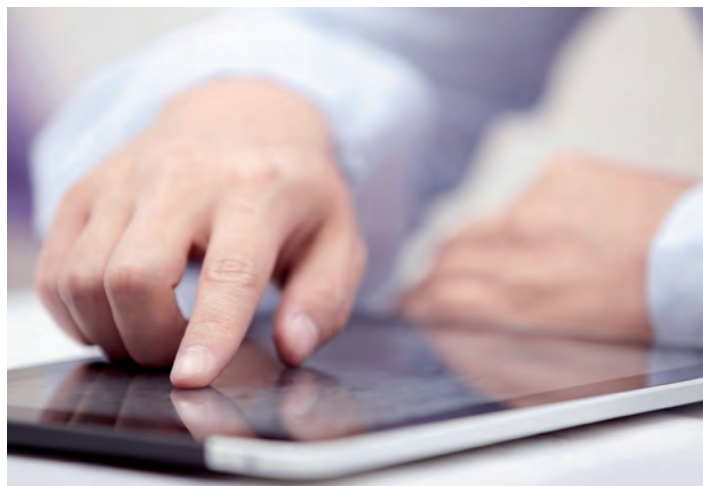
NHS

Health Education England

Introducing the Professional and Knowledge Skills Base for Health

The Professional Knowledge and Skills Base (PKSB) was developed by the Chartered Institute of Library and Information Professionals (CILIP) in the United Kingdom following extensive consultation with employers, the library, information and knowledge community and learning providers.

Health Education England (HEE) and CILIP are working together to help the health sector develop the library and knowledge service workforce needed for the 21st century.



The PKSB for Health outlines the broad range of skills required by librarians and knowledge specialists working in health. It enriches the PKSB with the addition of examples from a health setting throughout.

The PKSB for Health can be used in a number of ways:

- It outlines the broad spectrum of knowledge and skills that are required across the profession.
- It is a self-assessment tool for individuals to use in planning their personal development, and as part of the process of gaining professional registration and revalidation by CILIP.
- It can be used to demonstrate our unique skill set to employers. They can use it to enhance their understanding of the competencies required of librarians.
- Employers will use it to inform role and service redesign as well as staff training, and so to support staff recruitment and retention. Healthcare managers can use it with staff as part of the appraisal process, and in talent management conversations.
- Employers and Library and Knowledge Service Strategic Leads will use it to support workforce planning and development - at local, regional and national level.

The Professional Knowledge and Skills Base for Health is available here:

www.libraryservices.nhs.uk/pksb and for CILIP members at **www.cilip.org.uk/pksb**

It is made up of the following elements:



Ethics and values are placed at the centre of the wheel as they underpin the work of practitioners in the sector. The attitudes and behaviours expected of all health sector staff are also set out.



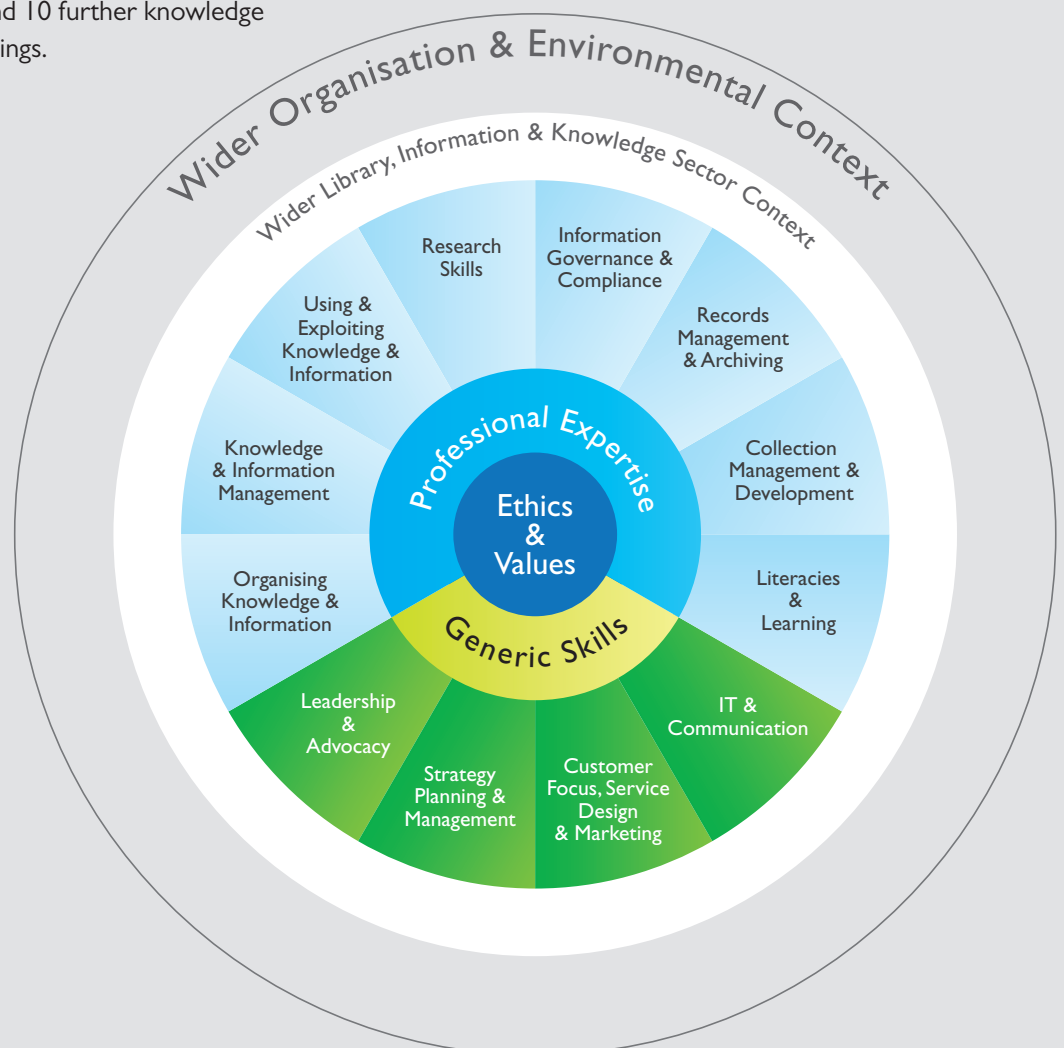
Professional expertise and generic skills are the key sets of knowledge and skills which make our profession unique.



Each heading is broken down into further detail; each section having between 6 and 10 further knowledge and skill headings.



Professional expertise and generic skills have been set within the **wider library, information and knowledge sector context** and the **wider organisation and environmental context** because it is important for practitioners to maintain current awareness and understanding of the wider profession and have a good knowledge of the world outside their own workplace.



Using it as a self-assessment tool

The PKSB for Health has been designed as a practical self-assessment tool. This means you can carry out self-assessment of your knowledge and skills against all areas. To help with this CILIP have developed a set of self-assessment ratings. The descriptions of the ratings are included within the full tool available on the website.

The descriptions of the ratings will help you consider your level of knowledge and skills in each area and identify areas that you might want to develop as part of your own continuing professional development.

There is **NO EXPECTATION** that an individual will have the same level of knowledge and skills across the **WHOLE** of the Professional Knowledge and Skills Base for Health. The level of knowledge and skills will vary depending on your role.

Consider using the comments box to provide evidence of your level of knowledge or skills in the health sector or areas that you feel you need to develop. You could also add in additional levels of detail which are relevant to your role. This is your tool; it is up to you how you fill it in. You don't need to have it assessed by CILIP, HEE or your employer.

Self-assessed ratings can be added & saved - an explanation of the ratings are contained in the full online version.



Comments and details of goals and achievements can be added and saved in the interactive pdf.



Using the Professional Knowledge and Skills Base to get a job

We encourage you to contact people in the kind of role that you want to do. Read Knowledge for Healthcare, HEE, 2014 at bit.ly/Knowledgeforhealthcare to understand the strategic direction. Look at job adverts, job descriptions and the related person specifications and think about what employers are looking for. This will help you to analyse areas in which you may want to develop.

There are many opportunities to develop your knowledge and skills in the health sector. Get involved in health library networks, join CILIP Health Libraries Group and regional member networks. These provide great opportunities to network and to develop skills.

Resources to support you

Use the Learning Zone at kfh.libraryservices.nhs.uk/learning-zone/ which signposts key online resources to support personal and professional development.

CILIP members can access a range of resources on the CILIP Virtual Learning Environment that gives suggestions for developing knowledge and skills.

Take a look

Now you know what it is, why don't you go and take a look? Here are a few practical suggestions:

- Read the full Professional Knowledge and Skills Base for Health
- Use the self assessment ratings to score your level of knowledge and skills
- Identify any areas that you want to develop and think about how you might do that
- Share the PKSB for Health with your employer or line manager and colleagues. This is a great way to help raise awareness of the unique skills that librarians and knowledge specialists contribute.
- Consider using it with your line manager as a way of jointly identifying areas which you want to develop.

Find out more: www.cilip.org.uk/pksb
www.libraryservices.nhs.uk/pksb



For more information contact your HEE Library and Knowledge Services Lead
www.libraryservices.nhs.uk/lks/lkslcontacts/



Health Education England