## TSC Category
Evidence-based Practice

## TSC Description
Employ sound research methodologies to collect and manage data

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
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<th>Level 6</th>
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<td>HCE-DAT-4009-1.1</td>
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<td>Collect and enter research data with guidance</td>
<td>Set up specific research database, manage collected data and provide guidance to junior researchers</td>
<td>Ensure compliance to current organisational collection standards for all projects within the department</td>
<td>Set standards and guidelines regarding data collection and management for the department</td>
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### Knowledge

- Types of data
- Data collection methods
- Processes for data collection, entry and verification
- Data confidentiality guidelines
- Relevant personal data protection and confidentiality regulations
- Data storage procedures
- International research ethics
- Essential research administration

- Applicable database platforms for data storage and consolidation
- Potential weaknesses and compromises in data collection
- Processes for confidential disposal of research data
- Strategies to minimise data entry errors

- Elements of research data policies
- Data retention policies
- Organisational procedures in confidential data management

- Organisational and international standards on data safety and monitoring
- Interests of various stakeholders involved in data collection and management processes
### Abilities

| Abilities                                                                 | • Conduct data collection with guidance<br>• Enter data<br>• Ensure data entered is accurate, complete, and verifiable from source documents<br>• Store data in a safe and secure manner<br>• Maintain data confidentiality<br>• Ensure data form complies with Personal Data Protection Act with guidance<br>• Coordinate and produce data queries, keeping appropriate records of findings and resolutions, and raise concerns when necessary | • Coordinate data entry processes for specific research<br>• Set up strategies to minimise data entry errors<br>• Ensure data form complies with Personal Data Protection Act<br>• Maintain research data logs, records, and communications<br>• Create data entry documents<br>• Dispose of confidential data according to the prescribed guidelines and procedures after research has been completed<br>• Train research assistant or junior staff in data collection and management | • 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<br>• Ensure department’s data management complies with Personal Data Protection Act<br>• Develop data preservation policies that promotes preservation of data from projects for reference in future projects<br>• Review and audit for departmental data management compliance<br>• Perform reviews and audits for compliance to departmental data management | • Endorse department’s data policies<br>• Collaborate with other Allied Health professionals to identify common hazards in data protection across professions<br>• Contribute to development of standards on data collection and management to ensure alignment of research standards across professions<br>• 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 |