

## Overview:

Information Governance allows organisations and individuals to ensure that personal information is handled legally, securely, efficiently and effectively, in order to deliver the best possible care.

Information Governance applies to **everyone** who handles personal or patient identifiable information.

This topic applies to virtually all staff in every practice. You must ensure that staff are aware of their responsibilities, best practice when handling all forms of data sources, both electronic & manual, and what a breach of their responsibilities could result in.

This seminar can be run at a practice management level and also a more general level for all other practice staff.

**Note:** Please see details of our in-house manager training pack (with full audio) for information governance as an alternative to in-house seminar-style training.

## Who should attend?

All new practice staff as part of their induction programme as well as refresher training for all practice staff, both clinical and non-clinical.

## How will this course benefit you?

Following attendance at this seminar, all delegates will understand their role & responsibilities around information governance & the protection of person identifiable information, both electronic & manual. They will also have the understanding to be able to adapt their own practice specific protocols to manage how best to secure & process data.

## Course Programme/Agenda:

- What is Information Governance?
- What Legal Acts do you need to be aware of?
- Caldicott
- Data Protection Act
- Computer Misuse Act
- Patient Requests
- Subject Access Requests
- Freedom of Information
- Access to Medical Records
- Confidentiality
- Security
- Everyday scenarios

## Course Duration:

Half-day seminar

Manager Training Pack - approximately 1 hour

## Contact Details:

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Agenda's mainly apply to off-the-shelf seminar sessions - for on-site training all topics are tailored entirely to meet the needs of your practice.

For information on dates & costs, or for any further information please contact us.