

Information Governance

Informs and helps staff to understand their responsibilities in identifying and dealing with sensitive, person-identifiable data.

Overview

In a risk analysis conducted by the Medical Protection Society (MPS), breach of confidentiality was found to be the highest risk to general practice. This course looks at real case scenarios and current cases to cover the essential elements of the NHS Information Governance Toolkit to help protect you, and your organisation.

It will help staff to take a fresh look at any adjustments to current practice which may help to maintain the required standards of confidentiality in your organisation.

Key Outcomes

- Know how to ensure confidential data is handled effectively
- Understand the definition of confidentiality
- Understand why confidentiality is important
- Know what to do if confidentiality is breached
- Understand how to protect data: paper and electronic

Course Outline

- The definition of confidentiality
- How confidentiality can be breached
- What constitutes patient identifiable information
- Computer security
- Loose corridor talk
- Social networking situations
- Why confidentiality is important
- The 6 essential Caldicott principles
- Disclosure of information within the law
- Authorised use of passwords and smart cards
- Unauthorised generation and issuing of repeat prescriptions

Information Governance is to do with the way organisations process or handle information. It covers personal information, i.e. that relating to patients/ service users and employees, and corporate information e.g. financial and accounting records.



Organisations face fines of up to £500,000 and possible prison sentences

...for deliberately breaching the DPA

(Data Protection Act)



“I am more aware of the need for data protection, ensuring that I have consent, and having the confidence to say to relatives that I need to speak with the patient first.”

Primary Care Staff Member

Key Points

- Half Day Course
- Contact Enable East on 01206 287543 or email enableeast@enableeast.org.uk