



**COURSE PROGRAMME**

**Caldicott Guardian Training**

- 9.15** Coffee and Registration
- 9.30** Welcome and Introduction
- Background to the Caldicott Guardian initiative and relationship to associated initiatives; update
  - Principles
  - Access to information law and its impact
  - Connecting for Health
  - Clinical Governance, Information Governance and Caldicott Guardians; relationship to the quality of care
  - The Role of the Guardian: strategic, facilitator, advisor
  - Person specification
  - Scenarios
- 11.00** Coffee
- 11.15** Key Issues
- Clinical Governance and Corporate Governance in relation to Caldicott Guardians
  - Management audit and stock take
  - Sharing clinical information with third parties, information flows, mapping and prioritising
  - Clinicians and confidentiality
  - Scenarios
- 13.00** Lunch
- 14.00** Records and Disclosure
- Record keeping
  - The legal framework in respect of disclosure
  - Who can access patient data and why; including the legal imperatives
  - Registered access authorisation
  - Scenarios
- 15.00** Tea
- 15.15** Resources, guidance and troubleshooting
- Resources and protocols; gate keeping and safe havens
  - Patient identifiable information
  - Available guidance and resources; especially in relation to new initiatives
  - Difficult situations and troubleshooting
  - Scenarios
  - Personal action plan
- 16.30** Close