

**DJA**

Dilys Jones Associates LTD

www.dilysjones.co.uk

Overview of Information Governance tailored to the requirements of Hospices Working with the NHS

Full Day Course: 9.30am - 4.00pm

Hospices are often NHS Business Partners and will need to consider implementing information governance as set out in the Business Partners IG Toolkit. The day is practically based and offers tools, policies, frameworks, templates and procedures which you can use to help you implement the Toolkit in your organisation.

COURSE PROGRAMME

9.00 am *Coffee and Registration*

- **Introduction and Welcome**
- **Background to Information Governance**
 - Legislative Framework (Data Protection and Confidentiality, Freedom of Information, Computer Misuse Act 1990 and other relevant law)
 - Information Security (ISO 27001, ISO 27002 and other relevant standards)
 - Records and Information Management (standards, best practice and available guidance)
 - Business continuity, policy and processes
 - Information Quality, audits and processes
 - Systems and review
 - Cases and scenarios
- **The Information Governance Toolkit for Business Partners**
 - The Statement of Compliance
 - What is it?
 - Registration and submitting the baseline assessment
- **The Senior Information Risk Owner, Information Asset Owner and Information Asset Owner Framework**
 - Identifying Assets
 - Logging Assets
 - Risk Assessment
 - Putting in place measures to reduce risk
 - Audit and reporting to the Board
- **The Requirements of the Toolkit**
 - What are they?
 - What do they mean?
 - Resources and Guidance

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- How to record the implementation of the Toolkit requirements, including evidence
- Troubleshooting
- Cases and Scenarios
- **Q and A**
- **Further Useful Resources**

COURSE INCLUDES:

- Course Resources, PowerPoint's, Attendance Certificate, One month's follow up, CPD Points

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