



Overview of Information Governance tailored to the requirements of the IG Toolkit for NHS Business Partners

Full Day Course 9.30am-4.00pm

NHS Business Partners e.g. Out of Hours Services, Private Sector Health Care are now required to implement the Business Partners IG Toolkit. This day is led by Senior IG Professionals who have implemented the IG Connecting for Health Toolkit and helped NHS Business Partners to do this. 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

9.00a.m. 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 Requirements of the Toolkit
 - What are they?
 - What do they mean?
 - Resources and Guidance
 - How to record the implementation of the Toolkit requirements, including evidence
 - Troubleshooting
 - Cases and Scenarios
- Q and A
- Further Useful Resources

COURSE INCLUDES:

- CD-Rom,
- Course Resource Book
- PowerPoints
- Attendance Certificate
- One month's follow up