



### INFORMATION GOVERNANCE CERTIFICATE FOR HEALTHCARE & PUBLIC SECTOR

This six month course commences  
in March 2009.

The course is for all healthcare professionals including: Information Governance Managers and Leads, Caldicott Guardians and clinicians working in this area, Freedom of Information and Data Protection Leads and Health Informatics Managers.

The aim is to assist practitioners in achieving excellence in this area, by developing knowledge, skills and learning approaches.

#### Approach and Delivery

- The course utilises a number of approaches:
- Meetings with tutors
- E-based learning with dedicated web site access
- Telephone tutorials with tutor and tutorial group (these are recorded to give delegates the ability to listen to them should they not be able to participate in the tutorial itself).
- CD ROMs
- E-mail and telephone support
- Interactive e-based learning
- Network development

#### Course Objectives

There are a number of new initiatives in the NHS, as well as existing legal requirements, including: NHS Information Governance Toolkit, Connecting for Health, UK Caldicott Guardian Council, Existing law and guidance, NHS Records Management Code, NHS Code of Confidentiality and Information Sharing Protocols.

#### The objectives of the Course:

- To provide the knowledge and understanding required for those taking forward information governance in the NHS, including those factors above
- To assist practitioners in the successful implementation of information governance
- To identify the organisation-wide requirements in respect of successful implementation

For further information, please contact: [louise@dilysjones.co.uk](mailto:louise@dilysjones.co.uk)

OR

Phone: 01753 621961 / Fax: 01753 830911

© 2008





## Dilys Jones Associates Ltd

- To ensure that participants are equipped with the necessary tools to use in the implementation of information governance.
- During the course to develop policies for your organisation
- To enable individuals to successfully implement strategic plans and policies
- To enable individuals to acquire the necessary teaching skills to deliver training and development programmes to a wider audience.

### Assessment

Course members are continually assessed:

- The course tutors will continually assess the contribution made by course members to tutorials, seminars and interactive e-learning
- There is an assignment for each module which is assessed and which has to be completed in order to attain the certificate

Course members will receive assistance and support from tutors throughout the course in order to facilitate the required standard. The certificate is gained by coursework, not a final written exam.

### Return on Investment

At the end of the course delegates will:

- Have developed knowledge, skills and learning approaches to enable them to implement information governance successfully in their organisation.
- Have an excellent understanding of the information governance framework
- Have attained the certificate
- Be able to implement working policies and procedures

"This is probably one of the best short courses of study I have ever undertaken. Dilys Jones has met all my learning needs and the course has exceeded my expectations. This testimonial is based, not only on the fact that the mode of study has suited me very well and the quality (and quantity) of the learning materials is excellent, but also the exceptional tutor support and the facilitation of a network of Information Governance professionals."

– Margaret Spence, North Lancs NHS Trust

"I personally found the IG course very rewarding and has given me an excellent opportunity towards developing my career within the Information Governance framework in the NHS. I particularly found the Records Management module of great benefit. Together with the telephone tutorials, email exchanges and the supporting materials, I personally believe a considerable amount of work has gone into preparing the course modules and it was beneficial to know that I could obtain advice and support either via email or by telephone."

– Barry Morgan, Business Services Centre, Mid & West Wales Region

