

Information Governance

Introduction

How information security aware are you? Do you know what Information Governance (IG) is and what information in a practice IG covers? Do you know which IG legislation relates to general practice? Do you want a free laminated reference card listing Caldicott Principles and Data Protection 1998 Principles?

Information Governance provides a framework and guidance that you can use in order to satisfy the requirements, standards and best practice that apply to the handling of personal information in primary, secondary and tertiary care. It helps organisations and all NHS employees to be consistent in the way they handle personal information, improves information handling activities, avoids duplicated effort, ensures compliance with the law, and increases patient confidence in the NHS.



*Achieve
40p per
registered
patient

The Information Governance seminar has been created to improve awareness of Information Governance and address the needs of *Component One of the Information Management and Technology Directed Enhanced Service; it will assist you in achieving 40p per registered patient. Component One requires practices to be conversant with Information Governance and have roles, procedures, and policies in place to show compliance with this component. This seminar will provide you with an understanding of all the different pieces of legislation and cover your practice's responsibilities for satisfying IG requirements. Following attendance you will be empowered to cascade awareness within your practice.

What training is available?

The training is a half-day seminar/workshop format and has been designed to offer advice and information in line with NHS guidelines.

Who should attend?

GPs, Practice managers, IT managers, administration staff, trainers and community staff would all benefit from attending the Information Governance seminar.

Objectives and learning outcomes

Delegates will have an opportunity to learn:

- n What is meant by Information Governance
- n What are the standards and requirements that make up Information Governance
- n Why an organisation's information is important
- n How to incorporate Information Governance into your normal business activities
- n Why all staff should take actions to address Information Governance threats and weaknesses

How do I book training?

It is vital that you have training from a reliable/official source to ensure that the quality of the information is consistent, correct and up to date. EMIS has achieved 70% excellent and 28% good feedback from delegates who have attended EMIS training.

Don't teach yourself bad habits; training will confirm, consolidate knowledge and improve your confidence in learning new skills. Don't miss your opportunity to learn more about Information Governance. The seminar and workshop is available as:

- n Half day seminar @ **£45 + VAT** per delegate (maximum **15** delegates); this can be delivered on-site if required.
- n Half day seminar @ **£625 + VAT** or two half day seminars on the same day @ **£790 + VAT** (PCT sponsored, maximum **15** delegates).

For further information or to book a session please contact Field Operations on **0845 123 4455**

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