



CALDICOTT GUARDIAN IN-HOUSE CPD TRAINING

Confidentiality and Information
Sharing for Caldicott Guardians
From Hippocrates to Facebook:
Confidentiality in a changing world

CALDICOTT GUARDIAN TRAINING

Confidentiality and Information Sharing for Caldicott Guardians

This one day in house course provides practical Caldicott Training for both new and more experienced Caldicott Guardians, their deputies and others, involved in applying the Caldicott Principles across a wide range of organisations. It provides sound foundations for those seeking to expand their understanding of the Caldicott Guardian Role, and its function within Information Governance, and inspiration as to how it can be implemented and developed in their own organisations. The content is based on the latest national guidance including the Caldicott Guardian Manual. A range of topics are covered including: the ethical and legal considerations in information sharing, confidentiality, handling requests from the Police, domestic violence, relatives, assurance and the regulators. Handouts, Templates and other tools for decision making and recording decisions are provided.

Held at your organisation for up to 25 delegates, in-house Caldicott training is a cost-effective option for CPD group training. The training can be customised to your requirements and the training needs and experience of your staff. Having our trainers come to you will: save time, reduce expenses (by avoiding travel and accommodation costs) and minimise the length of time staff are away from their workplace.

Customised courses are also available to teach frontline staff the Caldicott Principles to support effective information sharing and governance.

Christopher Fincken, Member UK Caldicott Guardian Council, (Former Chairman) facilitates the course, and brings over 18 years of personal experience of leading innovations in the application of the Caldicott Principles. This interesting and informative course is fully interactive; and participants in small groups will face a number of case study challenges throughout the day building personal knowledge, understanding and confidence.

Key Learning Objectives

- Understand the role of the Caldicott Guardian
- Learn to recognise what are “Caldicott Decisions”
- Develop confidence in making your own “Caldicott Decisions”
- Be able to apply the new Caldicott principles in practice
- Understand the underlying ethics
- Explore the conflict between confidentiality and information sharing
- Golden rules for protecting patient confidentiality
- Consider ethical dilemmas and how to make judgements
- Overcome barriers to multi agency working
- Learn how and when to share information and who with; relatives, police and other agencies

Feedback from previous delegates

“Excellent, this is the first caldicott conference I have attended to support me to become a deputy caldicott guardian for my organisation, the conference was very informative and will support me to undertake this role with much clearer understanding”

“Excellent day, very interesting, lots of tools for CG, has given me confidence”

“Excellent, relevant interesting and well run”

“Outstanding discussion, thoroughly enjoyed it”

“Demystified role and function of CG, excellent perspective of examples very good too.”

“Extremely useful. Articulate, well informed and thoughtful delivery of expert material.”

“Stimulating. Educational with good advice and sources for further information.”

PROGRAMME OUTLINE

09.30 Registration, Tea & Coffee

10.00 Introduction and Morning Session

The morning session will cover the foundations of the Caldicott Guardian Role including:

- The historical perspective from Hippocrates to today
- Understanding Confidentiality and Trust
- Consent and Capacity
- The Caldicott Principles including Caldicott2
- The Legislative Framework
- The Role of the Caldicott Guardian
- Developing a Caldicott Pathway, Assurance
- The Conflict between confidentiality and Information sharing
- Difficult Decisions – support and escalation
- The UK Council of Caldicott Guardians

11.00 COMFORT BREAK

11.45 Open Topic Discussions

13.00 LUNCH BREAK

14.00 Afternoon session: Case studies focusing on:

Pregnancy, Parental responsibility, Children and Young people, Deceased Patients, Relatives, Next of Kin, Powers of Attorney, Complaints, Disclosures & Redactions, Electronic & Paper Records, The police, The media, Safeguarding , Multi Agency working - MARAC & MAPPA, Domestic Violence, Protecting Staff, Illegal Immigrants, Reporting Crime, Public Interest, Staff members as patients, Answering Machines, Mobiles and Facebook

14.15 Tea & Coffee Break

15.00 COMFORT BREAK

16.30 SUMMARY & CLOSE

For full details of availability contact katym@hc-uk.org.uk
or call 01932 429933 for a quote

What the price includes

- The rate includes customised training with 1 trainers per day for up to 25 delegates.
- Liason contact and organisation from Healthcare Conferences
- CPD Certification and Provision of CPD Certificates
- Evaluations will be provided and a full feedback report will be sent to the organisers

Terms and Conditions

Please note that if these training day(s) are cancelled less than 6 weeks before their delivery date you will be liable for the course fee. If the training day is cancelled more than 6 weeks before their delivery a full refund can be given or we can arrange a transfer to a future date. Any cancellation must be communicated in writing/by email to Katy Marshall at HCUK.

IN-HOUSE CPD TRAINING

We organise in-person and virtual in-house NHS, Social Care and Private Healthcare training tailored to suit your organisation and the CPD needs of your staff.

By working to your brief we can tailor training by:

- Developing a training programme to meet your specific requirements
- Sourcing experienced facilitators who are leaders in their field to deliver the training
- Providing training material
- Ensuring CPD Accreditation, provide CPD certificates
- Providing a full evaluation report of the training

Visit our website for full details of our all conferences & masterclasses

www.healthcareconferencesuk.co.uk

If you cannot find the training you are looking for, please get in touch as we may be able to source this for you from our wide range of facilitators.

Why choose in-house training?

In-house training saves time and expense by reducing the length of time staff are away from their workplace.

Benefits of in-house training:

- High quality programmes and content developed and delivered by experienced facilitators
- Cost-effective; cheaper fees and no travel or accommodation costs for virtual training or we can come to you
- Small groups to ensure effective networking and interaction
- Online training materials and resources available for 3 months
- Trainers can meet with you in advance of the training to customise the course to meet your local requirements
- Opportunity to speak with facilitators one-to-one during or post event
- A shorter day, session breaks and time for lunch
- CPD certified; delegates will be provided with a framework for reflection and a certificate on completing the training

For full details of training events contact katym@hc-uk.org.uk or call 01932 429933 for a quote

