

# Caldicott Guardian Training Course

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

10% Credit Card discount\*  
15% Group booking discount\*\*

Friday 5 April 2019	De Vere West One, London
Monday 29 April 2019	Novotel Conference Centre, York
Monday 13 May 2019	De Vere West One, London
Friday 7 June 2019	De Vere West One, London
Monday 1 July 2019	De Vere West One, London
Wednesday 3 July 2019	Radisson Blu Hotel, Bristol
Friday 4 October 2019	De Vere West One, London
Friday 8 November 2019	De Vere West One, London
Friday 6 December 2019	De Vere West One, London



## 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

The course will be facilitated by  
**Christopher Fincken**  
*Independent Member*  
UK Caldicott Guardian Council  
*(Chairman 2012-2017)*

## Supporting Organisations



# Caldicott Guardian Training Course

Confidentiality and Information Sharing for Caldicott Guardians

CHOICE OF 2019 DATES

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This one day 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.

Christopher Fincken, Member UK Caldicott Guardian Council, (Chairman 2012-2017) 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.

#### 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”*

## Programme

**09.30** Coffee and Registration

**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** Tea & Coffee Break

Open topic discussions

**13.00** Lunch

**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

**15.00** Tea & Coffee Break

**16.30** Close

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**15% Group booking discount\*\***

## How to book

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Please write your address clearly as confirmation will be sent by email, if you prefer confirmation by post please tick this box,   
 Please also ensure you complete your full postal address details for our records.

Please specify any special dietary or access requirements

### This form must be signed by the delegate or an authorised person before we can accept the booking

*(By signing this form you are accepting the terms and conditions below)*

Name

Signature

Date

#### Venue

De Vere West One, 9-10 Portland Place, West End, London, W1B 1PR

#### Price

- £395 + VAT (£474.00) NHS, Social Care, University and Voluntary Sector  
 £549 + VAT (£658.80) for Commercial Organisations

#### Date (please tick which date you would like to attend)

- |  |  |
|--|--|
| <input type="checkbox"/> 5 April 2019  | <input type="checkbox"/> 3 July 2019     |
| <input type="checkbox"/> 29 April 2019 | <input type="checkbox"/> 4 October 2019  |
| <input type="checkbox"/> 13 May 2019   | <input type="checkbox"/> 8 November 2019 |
| <input type="checkbox"/> 7 June 2019   | <input type="checkbox"/> 6 December 2019 |
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#### \*Group Rates

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#### \*\*Terms & Conditions

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#### Accommodation

On confirmation of your booking you will receive information for booking accommodation should you require it.

#### Confirmation of Booking

All bookings will be confirmed by email, unless stated otherwise. Please contact us if you have not received confirmation 7-10 days after submitting your booking.

#### Credits

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