

Briefing Note – October 2012

Safe Information Handling e-learning module

NHS Education for Scotland is pleased to inform you that the NHSScotland e-learning module **Safe Information Handling** is now formally available for use by all staff through the learnPro learning management system. This module is a foundational learning resource for NHSScotland, designed to support clinicians, managers, administrators, support staff and others in understanding requirements for data sharing and confidentiality. Safe Information Handling provides simple information about basic principles of data protection, guidance on good practice and sources of advice and further information. Successful completion of the module by staff will be recorded through your Board's learnPro training records.

Safe Information Handling was developed in partnership between Health Boards, the Scottish Government and NHS Education for Scotland (NES) to provide initial and refresher training in Information Governance. The resource includes several unique features as follows:

- A pre-module knowledge check. Staff are exempted from the learning content if they reach the required pass mark.
- The module is applicable to clinical and non-clinical staff and features a range of examples from healthcare relating to patient identifiable information and other personal data.
- The end-of-module assessment is tailored according to the learner's job role (manager, clinical or administrative/support)
- The module is designed to be compatible with all internet browsers used by NHSScotland and does not contain audio or video content.
- The Royal National Institute for the Blind was commissioned to advise on the accessibility of the module, which conforms to their Surf Right standard.

NES is aware of the significant number of NHSScotland staff who do not currently have access to computers at work. For this reason a hard copy version of the resource is being designed and will be made available to Health Boards later in the year. This version will include the assessment questions and a marking template to assist with administration of the test.

Boards who wish to use Safe Information Handling using an alternative learning management system (e.g. AT Learn) should contact Rob Coward at NES to make arrangements (rob.coward@nes.scot.nhs).

Other training and development resources

Information Governance staff and Learning & Development departments may be interested to know that further e-learning resources are in development to support

information handling. These include an intermediate level module titled **Information Handling in Practice**, designed for staff with more in-depth learning needs in this area. It is similar in design to Safe Information Handling and includes a number of short case studies illustrating key learning points. Information Handling in Practice will be available through learnPro in the Autumn.

A third e-learning learning resource is a new **Confidentiality** module for medical practitioners, which is now available through the [Supporting Training, Appraisal and Revalidation \(STAR\) system](#)¹. This concise, animated resource examines the information handling issues frequently faced by doctors, and includes a brief knowledge check. Access to STAR is through Board or Medical Deanery Administrators (see the STAR website for contact details) although a demonstration can be arranged on request through Rob Coward (see below for contact details).

Both of these resources are considered appropriate alternatives to the Safe Information Handling module for departments or individual staff members with more advanced educational needs in this area of healthcare.

Scottish Government endorsement

The Scottish Government's e-Health Directorate has endorsed the Safe Information Handling, Information Handling in Practice and the STAR Confidentiality module. The SGHD reminds Health Boards that training in this important area is mandatory as follows:

'All public and private organisations are legally obliged to protect any personal information they hold. e-Learning courses have been developed by NHSScotland to provide NHS staff with a comprehensive guide to why information is so important, the risks to its safety and what can be done to protect it. Completing this training provides staff with new skills and ensures compliance with legislative and regulatory requirements'.

Given the mandatory status of information governance, it is expected that all Health Boards should train all staff for their information handling responsibilities and maintain a record of successful completion. The new Safe Information Handling resource and other training packages are designed to assist Boards in providing initial or refresher training. Learning and Development Teams are therefore requested to inform staff about the new modules at the earliest opportunity.

Further information

Further information about Safe Information Handling and the other educational resources highlighted in this Briefing Note is available from the [NES website](#). Alternatively you can contact Rob Coward, NHS Education for Scotland ([rob.coward@nes.scot.nhs.uk/0131 313 8095](mailto:rob.coward@nes.scot.nhs.uk/0131_313_8095)) for more details or to discuss any related issues.

¹ <https://www.mystar.org.uk/STAR/site/start/contactadmin.asp>