

Briefing Note – January 2013

Safe Information Handling e-learning module

NHS Education for Scotland is pleased to inform you that the NHSScotland e-learning module **Information Handling in Practice** is now available for use by all staff through learnPro and other learning management systems.

This short module is an intermediate learning resource for NHSScotland, designed to support clinicians, managers, administrators, support staff and others for whom data protection and confidentiality is a significant aspect of their role. **Information Handling in Practice** provides accessible information on the key principles underpinning the Data Protection Act 1998 together with practical guidance on how to avoid or remedy situations where personal information is lost or misused. The assessed module, designed to be completed in approximately one hour will be recorded through your Board's training records.

Information Handling in Practice was developed in partnership between Health Boards, the Scottish Government and NHS Education for Scotland (NES) and the Scotland Information Commissioner's Office to provide initial and refresher training in Information Governance. The module is a companion to Safe Information Handling, a foundation module released in October 2012. The two modules share several notable features as follows:

- A pre-module knowledge check. Staff are exempted from the learning content if they reach the required pass mark.
- The modules are applicable to clinical and non-clinical staff and feature a examples from healthcare relating to patient identifiable information and other personal data.
- 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 modules, which conform to their Surf Right standard.

Options

Safe Information Handling and **Information Handling in Practice** are aimed at providing health and social care organisations with helpful options in this area of mandatory training. They enable training to be better tailored to staff learning needs at induction or for refresher training.

It should be noted that the modules are not designed for staff in specialist Information Governance roles (e.g. Data Protection Managers), where more advanced training will be required.

Further information

Further information about Information Handling in Practice and Safe Information Handling 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) for more details or to discuss any related issues.