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Information governance nhs e learning answers

HomeInformation governance resources and FAQs This resource page has been designed to help locate the information needed to answer most Information Governance (IG) related queries. Disclaimer: The materials on this website are offered for informational purposes only; is not offered as and does not constitute legal advice. The content of this website may not reflect current legal changes. Please read the terms of use of this website. This programme is in cooperation with... NHS Digital Data Security Awareness Level 1 has been archived and replaced with a new version of the training. The Data Security Awareness Level 1 session currently meets the statutory and mandatory training requirements and learning outcomes for information management (IG) in the UK Core Skills Training Framework (UK CSTF). Provides information about the General Data Protection Regulation (GDPR). Session last updated december 2019 This session is also adapted to the new data security standards that came out of the Guardian National Data 2016 review. Therefore, it meets the requirement to train Level 1 personnel on data security. In order to demonstrate the required knowledge and understanding and to complete the training, eAssessment must be completed. In addition to the new course, there is also a separate survey on data security. The study was developed by NHS Digital to help organisations understand the security awareness of their employees' data. Local administrators will have access to a report with detailed survey results to make it easier to submit applications for the IG Toolkit. NHS Digital provides accredited training for IT and security professionals across healthcare and care to build local opportunities for best safety practices. The training was piloted with more than 300 professionals with positive feedback. NHS Digital intends to continue to provide accredited safety training to relevant staff across the sector and is launching engagement activities to understand the security and education skills that future training needs to shape. This will provide IT and security staff across healthcare and care with the opportunity to undertake professional accredited training as far as possible, providing organisations with appropriately qualified operational staff to improve safety controls and preparedness. Any future correspondence will involve named IT and security departments from the NHS Digital Security Centre. If you are interested in receiving any future training, please contact cybersecurity@nhs.net. NHS Digital is currently piloting the provision of government communications headquarters (GCHQ) accredited by cybersecurity and information with NHS boards. A decision has not yet been made on the future implementation, but if you are interested in this training, please cybersecurity@nhs.net. In order to access the data security awareness programme, you will need to e-LfH account. If you don't have one, you can register by selecting the Sign up button below. Sign up > To view the Data Security Awareness program, select the View button below. If you already have an e-LfH account, you will be able to log in and register with the program using the View button. See > NHS health staff in England The Data Security Awareness Programme is also available to NHS health professionals through the Electronic Register of Workers (ESR). Access to this e-learning via ESR means that your completions will be transferred with you throughout your career in the NHS. More information can be found here. Not an NHS organisation? If you are not an NHS medical or care organisation and therefore do not qualify for free access to the e-LfH Hub, you can access the service by creating an OpenAthens account. To see if you qualify for free access through OpenAthens, you can check the eligibility criteria and register on the OpenAthens portal. Register a large number of users If you are a human resources, IT or Practice Manager and want to register and enroll a large number of employees in your organization to access the data security awareness program, please contact e-LfH directly. Organizations that want to use their own LMS For HR departments, who want to learn more about accessing courses through an existing learning management system, please contact e-LfH directly to express interest. For more information, please select the link below for more information on using the e-LfH Centre. e-LfH is a Health Education England programme in collaboration with the NHS and professional bodies © e-learning for health care 2020 Q: Who needs to complete data security awareness training? The National Data Guardian (NDG) Review requires all NHS staff to undergo appropriate annual data security training and pass a mandatory test. This also applies to non-permanent employees who have access to confidential personal information. The requirements for ndg data standards for employees are listed below: - All employees ensure that confidential personal data is processed, stored and transmitted securely, both electronically and on paper. Confidential personal data shall be made available only for lawful purposes and for appropriate purposes. - All employees understand their responsibilities under the data security standards of national data controllers, including the obligation to deal responsibly with information and their personal responsibility for intentional or avoidable breaches - All employees undergo appropriate annual data security training and undergo a mandatory test, provided through a revised set of information management. Q: Says that all NHS staff undertake appropriate annual data security training and pass a mandatory test, what does this mean for 95% of the training range in evidence position 3.3.1? 3.1.1 point 1, 95% of all employees, including new annual data security awareness training (including mandatory testing). 95% may be covered by this on the basis of staff completing the national e-learning system or using local training systems or materials, if agreed to include the educational objectives of the national e-learning system. Q: How do I access data security learning? E-learning e-learning for healthcare (e-LfH): Click on the link below if you would like to register to access this educational material: - If you already have an e-LfH account, log in and search for data security to access the course. - If you do not have an e-LfH account, click the sign up button and fill out the registration form. You will then receive a confirmation email from LfH. Follow the instructions in the email and after you sign in, search for data security to access the course. Organization registration If you represent your organization and want to register a large number of employees, follow the link below and fill out the online form (survey). An e-LfH support team member will contact you to discuss your requirements Via the Electronic Staff Record (ESR) If your organization is ESR registered with access to e-learning, please contact your local team. Q: How long will it take to complete my studies? Learning is divided into four modules with an additional welcome module. Each module takes about 20 minutes, you can complete it in any order and complete the evaluation. Q: Will I receive a certificate of completion of training? The e-LfH system will record pass marks and issue a certificate after the successful completion of five modules. The ESR system records the message to the user record. Q: What are the topics? Topics covered in the four data security modules are: - Introduction to Data Security Awareness - Introduction to the Law - Data Security - Information Protection - Breaches and Incidents. If you need more information about what's in each module, contact nhs digital contact centre: enquiries@nhsdigital.nhs.uk Q: What is a pass mark? The pass rate is 80% for each of the four modules. Q: Can I perform an assessment only without having to go through all the modules? A separate assessment module has been created so that the learner can complete the assessment only without having to complete all other modules. The Pass or Fail sign will be registered in the My Student Activity Reports section of the e-LfH Center. However, to obtain a certificate at the e-LfH center, the student must complete all five modules. Q: Can my organization develop a separate education package? So. The British Caldicott Guardian Council concluded that the are still considered to be achieved in organisations that adapt e-learning e-learning Locally. The British Caldicott Guardian Council recognises that there is an important requirement to be able to adapt e-learning locally. Locally produced training will be reported and signed by the local SIRO or Caldicott Guardian organisation, and all staff completing the training will have to reach 80% of the submitted. Detailed information on the content of data security awareness training compared to local training is available at: Q: How can I request my organisation's administrative rights (for reporting purposes)? Click on the link below to request administrative rights: For information about the reporting authorization process, please visit: Q: How does my organization obtain the Sharable Content Object Reference Model (SCORM) so that we can organize a course on our own LMS? Click the link below and fill out the online form to request access. An e-LfH support team member will contact you to discuss your requirements: Q: I work for a commercial third party that is currently evaluating the Toolkit and providing services to the NHS. How do I access training? If your organization already has an ODS code, click the link below and fill out the online form for access. An e-LfH support team member will contact you to discuss your requirements: Q: My organization doesn't have an ODS code, how can I apply for it? For ODS questions, please contact the Exeter Helpdesk: 03003 034 034 or email: exeter.helpdesk@nhs.net Q: Will there be any specialist training including those offered by NHS Digital this financial year? Additional accredited data security training is being offered by NHS Digital this year, see and keep an eye on the news page for more information as soon as it becomes available. Q: Is there additional training for SIRO/Caldicott Guardians? There are currently no plans to train SIRO or Caldicott Guardian. PowerPoint workbook and materials are available here: Q: Is it cost-effective to access learning? No: Have questions about data security awareness yet been included in ELearning? Yes, employees completing data security awareness training via the E-LfH platform will be asked to formulate survey questions at the end of the training. A random sample of 5 out of 17 possible questions will be asked to employees to Q: How can we find out what our employees responded to in the survey? In the E-LfH admin tool, you can view reports on the number of who answered a different alternative in each question. This will allow you to integrate it with other sourdourdourdours to calculate the answer to questions about personnel awareness in the toolkit. Contact details If you have any questions about the content, please contact NHS Digital Contact Centre: enquiries@nhsdigital.nhs.uk For technical support, registration, password or access inquiries, please contact nhs digital support team:

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