Handling Information in a Care Setting

When working in a care setting it is so important to build positive relationships with care users. Confidentiality and the correct handling of personal information are vital for trusting relationships and a breach in this may lead to a service user becoming unwilling to cooperate with their care providers.

This course provides an introduction to the concept of handling information in care settings. At the end of the course you will understand the need for secure handling of information and you will know how to access support if you have any questions regarding access to information. The course will cover the important role confidentiality plays in developing trusting relationships with the people in your care and it will define key terms such as 'need to know' and 'consent'. It also touches on the legislation that is in place relating to the handling and storing of information and the obligations each person has under these laws.

Course	Module Number	Module Name	Pass % Required
Handling Information in a Care Setting	1	Legislation	70
Handling Information in a Care Setting	2	Putting it Into Practice	70

Recommended System Requirements
• Browser: Up to date web browser
• Video: Up to date video drivers
• Memory: 1Gb+ RAM
• Download Speed: Broadband (3Mb+)

Duration: 20 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions*).