

# Caldicott Guardian In House Training Course

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

**1 Day In House Course to be held at your choice of venue  
up to 25 delegates**

## 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 In House Training Course

## Confidentiality and Information Sharing for Caldicott Guardians

### 1 Day In House Course to be held at your choice of venue

This one day in house 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.

Held at your organisation for up to 25 delegates, in-house Caldicott training is a cost-effective option for CPD group training. The training can be customised to your requirements and the training needs and experience of your staff. Having our trainers come to you will: save time, reduce expenses (by avoiding travel and accommodation costs) and minimise the length of time staff are away from their workplace.

Customised courses are also available to teach frontline staff the Caldicott Principles to support effective information sharing and governance.

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”*

*“Demystified role and function of CG, excellent perspective of examples very good too.”*

*“Extremely useful. Articulate, well informed and thoughtful delivery of expert material.”*

*“Stimulating. Educational with good advice and sources for further information.”*

# Caldicott Guardian In House Training Course Programme Outline

**09.30 Registration, Tea & Coffee**

**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**

**11.45 Open Topic Discussions**

**13.00 Lunch Break**

**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

14.15 Tea & Coffee Break

**15.00 Tea and Coffee Break**

**16.30 Summary & Close**

**For further information, Date Availability or to book a course please contact Katy Marshall [Katy@hc-uk.org.uk](mailto:Katy@hc-uk.org.uk) or phone 01932 429933**

## **What the price includes**

- The rate includes customised training with 1 trainers per day for up to 25 delegates.
- Liason contact and organisation from Healthcare Conferences
- CPD Certification and Provision of CPD Certificates
- Evaluations will be provided and a full feedback report will be sent to the organisers

## **Terms and Conditions**

Please note that if these training day(s) are cancelled less than 6 weeks before their delivery date you will be liable for the course fee. If the training day is cancelled more than 6 weeks before their delivery a full refund can be given or we can arrange a transfer to a future date. Any cancellation must be communicated in writing/by email to Katy Marshall at HCUK.