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# Handling Information in Care Training

For more information, visit our [Handling Information in Care Training](#) webpage.

## COURSE CONTENTS

This training course is broken down into 1 sections

### 1 Handling Information

## LEARNING OUTCOMES

- ✓ Learn about data protection laws including the GDPR
- ✓ Learn how to handle patient/resident data with integrity and confidentiality
- ✓ Learn how to keep records up to date, complete, accurate & legible

## ABOUT THIS COURSE

Our **Handling Information in Care** Training focuses on Standard 14 of the Care Certificate. The information of an individual receiving care should only ever be shared when it is necessary. Information should not be shared with family/friends or third-parties without their permission.

This course will touch upon legislation surrounding personal data - the [GDPR](#) - how individuals have a right to confidentiality. As well as The Freedom of Information Act 2000, how to handle information in Care, care plans & reporting concerns.

**Standard 14** of the Care Certificate - Handling Information - requires staff to:

- Describe ways of working & legislation around recording/sharing/storing of information
- Explain why it is important to have secure systems for recording/sharing/storing information
- Show how to keep records up to date, complete, accurate & legible
- Explain how to report if they become aware ways of working have not been followed

This course works in partnership with our 14 other awareness courses that make up the [Care Certificate](#).

You can [access our free worksheet](#) that has been designed to accompany our online Handling Information in Care Training course. In each section, there is a box for you to tick when you have watched the relevant slide in our course. You can also take notes that will help you during your practical assessment at work.

This course equips learners with the knowledge that's required to be put into practice in the workplace, whereby they can do the 'practical' part of their training, followed by having the Care Certificate supplied to them by their management as they meet the required standards. These courses provide part of training but practical training is still required to obtain the care certificate.