

Handling Information

By completing this course, you will be able to:

- Describe the agreed ways of working and legislating regarding the recording, storing and sharing of information.
- Explain why it is important to have secure systems for recording, storing and sharing information.
- Demonstrate how to keep record that are up to date, complete, accurate and legible.
- Explain how, and to whom, to report if they become aware that agreed ways of working have not been followed.

(We are working in partnership with the Grimsby Institute to support existing staff with development; they offer a wide range of short courses along with Diplomas in Health & Social care.)

Certificate awarded upon completion of induction. T&C's Apply.