IACC 2023 Case-based discussion (CBD) scenario

Specialty:	Clinical Bioinformatics (Health Informatics)

CBD Scenario

CBD Scenario Title	Information Governance
CBD Scenario Aim	For the IACC candidate to demonstrate their understanding of Information Governance legislation and best practice.
CBD Focus (please provide the codes of the module(s) this scenario addresses)	SCC110; SBI103, SBI 128		

GSP Domains covered (enter X to indicate all that apply)	GSP 1	X	GSP 2		GSP 3	X	GSP 4		GSP 5	

CBD Scenario description	Your department has been asked to create a set of Frequently Asked Questions and answers on Information Governance best practice. One of your colleagues has assembled the questions and has asked for your help in producing model answers, what suggestions can you provide? The questions are: • May I use my Gmail account on a Trust PC? • May I use YouTube on a Trust PC? • If a patient asks for a copy of their X-Ray which I have just taken, can I provide it? • Do I have to encrypt every document I send by email? • To whom may I provide information over the telephone? • When should I seek advice from a Caldicott Guardian? • Does the Freedom of Information Act mean I have to tell patients what it says in their notes? • If I'm not sure, where can I seek help?

CBD Scenario model answer/ assessor guidance Detailed guidance that will be available for the assessors. Include guidance on what kinds of behaviours, actions, comments should secure a pass. What should the assessor expect to see? Assessors will be asked to plan questions in advance including links to trainee's IACC submission.	This scenario tests the trainee's knowledge of Information Governance legislation and best practice by reviewing a set of Frequently Asked Questions and providing model answers. Example model answers are given below. The candidate passes if they're able to broadly cover the themes within them. **May I use my Gmail account on a Trust PC?** You may only use your Gmail account for personal emails and must not disclose any patient information in such emails. **May I use YouTube on a Trust PC?** You may use YouTube to access relevant information pertaining to your role, such as training information. You must not purposely view any content for any other purpose. **If a patient asks for a copy of their X-Ray which I have just taken, can I provide it?** No, but the patient may make a subject access request. **Do I have to encrypt every document I send by email?** You must encrypt any document that contains patient-identifiable information if it is being sent to an email address that is not part of the NHS domain (i.e., does not end nhs.uk or nhs.net). **To whom may I provide information over the telephone?** You may provide information to the patient provided it is relating to an appointment or a prescription. You may not discuss such things as diagnosis and treatment, unless you are part of the clinical team caring for the patient and such conversations are part of your role. It may also be possible to pass information to someone acting on behalf of a patient, such as mother of a child or someone with power of attorney. **When should I seek advice from a Caldicott Guardian?** Whenever a particularly challenging or difficult decision needs to be made, it is advisable to seek input from a Caldicott Guardian. **Does the Freedom of Information Act mean I have to tell patients what it says in their notes?** No. The freedom of information act is for corporate information, not personal. Personal data is not covered by the FOI, but by the GDPR **If I'm not sure, where can I seek help?**

	Internally, the Information Governance manager / Data Protection Officer, The Chief Clinical Information Officer, The Caldicott Guardian. Further sources outside the Trust may include the Department of Health and the office of the Information Commissioner.
Trainee instructions Please include any specific information to be provided to the trainee as part of the CBD scenario	

Criteria being assessed by this CBD scenario

Aspect	Please indicate if this criterion is being assessed
1. Understands the clinical context of the scenario, including priority setting and testing strategies	Y
2. Understands scientific principles of scenario	
3. Can discuss the relevant procedures involved in the scenario and associated health and safety issues	Y
4. Understands and applies the appropriate test validation, IQC, EQA, relevant professional/clinical guidelines	
5. Understands and applies associated IT/bioinformatics and other appropriate resources	Y
6. Is able to interpret and report patient results and provide appropriate clinical advice	
7. Can discuss the significance of patient results within the clinical context of the referral	
8. Understands the ethical, legal, and social implications of the scenario	Y
9. Is aware of the importance of audit and can use this tool effectively	
10. Output meets accepted laboratory/professional standards	
11. Demonstrates awareness of the limits of responsibility and when to seek advice	
12. Consideration of patient/professionalism	Y
13. Overall ability to perform	