

Profile ID

Information Governance

CSTF, Information Governance

Total Score: 9, Passing Grade: 7, Version: 4

1. Where can you access Trust policies on Information Governance? (Select TWO of the following options) (Score: 1)

- Your local Intranet site
- YouGov website
- Through your local Information Governance lead
- Facebook

2. What would you do if you picked up a piece of litter at work and found it was a sheet of confidential information from an HR file or a patient record? (Select TWO of the following options) (Score: 1)

- Log as an incident
- Retain it confidentially until you can hand it to an appropriate Manager
- Dispose of it immediately as confidential waste
- Dispose of it in the nearest waste bin
- Drop it and leave it where it was

3. How should you dispose of paper documents containing personal identifiable information? (Select TWO of the following options) (Score: 1)

- Ensure they are shredded
- Throw them in the waste paper bin
- Use them as scrap paper
- Place them in a confidential waste bin

4. You receive an email from a student asking for all the information you have on patients with dementia. How would you respond to this request? (Select ONE of the following options) (Score: 1)

- Ignore the request as it is too broad
- Gather as much information on dementia as you can and send it to the student within 20 days
- Pass the request to the Freedom of Information lead

5. What rights does the Freedom of Information Act 2000 give to everyone? (Select TWO of the following options) (Score: 1)

- to access information held by a public authority
- to access patient records
- to receive a response within 20 working days
- to access sensitive personal data

6. What measures should you adopt to improve confidentiality in your organisation? (Select THREE of the following options) (Score: 1)

- Avoid careless conversations in public places
- Report all suspected or actual breaches of confidentiality
- Never share information with colleagues
- Follow locally produced Information Governance guidelines,

7. Records are a valuable resource because of the information they contain. Which of the following apply to a good record? (Select FOUR of the following options) (Score: 1)

- It is complete
- It is interesting
- It is accurate and up to date
- It is adequate, relevant and not excessive
- It is accessible by those who need to access it

8. You receive a call from someone claiming to be from another organisation requesting patient information. What should you do? (Select TWO of the following options) (Score: 1)

- Refuse to provide any information
- Confirm the identity of the caller
- Record the caller's details and agree to call them back after seeking advice
- Provide the information

9. A patient with an unusual condition has been admitted to your hospital. A colleague from another department would be interested in this case. What might you do? (Select THREE of the following options) (Score: 1)

- Ask the patient for their consent to pass the details to your colleague who has an interest in this condition.
- Pass on the details of this patient to your colleague as she also has a duty of confidentiality.
- Seek advice from your information governance team/lead.
- Do not pass on the details as your colleague does not need to know.

