

Outline Records Management training modules

DOCUMENT CONTROL

Reference Number	Version 1.0
Amendments	
Document objectives: To provide basic Records Management training materials for use or adaptation by local NHS organisations	
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The following PowerPoint presentations have been produced to assist organisations in the training of all staff who handle, create or manage NHS records. They will form part of a web-based Information Governance training tool in due course.

Title	Target audience
Records Management and the NHS Code of Practice (Foundation) 05A(i)	Any member of staff who is required to handle information of any form and in any way
Corporate Records Management (Practitioner) 05A(ii)	For Records Managers and their support staff
Health Records Management (Foundation) 05A(iii)	For those directly involved in creating and managing health records
Health Records Management (Practitioner) 05A(iv)	For Health Records Managers and their support staff directly involved in managing health records

Any of the presentations may be adapted for local use.