



# Advanced Privacy Training Learning Objectives

## Privacy and Security Courses

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Interactive privacy training is available through an online platform called Learn@AMA. This on-demand training allows physicians and clinic staff to learn at their own pace, discuss topics of interest with their peers, access helpful resources and tools, and obtain certification upon completion of courses.

### What is Learn@AMA?

Learn@AMA is the Alberta Medical Association's on-demand learning platform. It hosts courses for physicians at every stage of their career, as well as offerings for clinics, PCNs and other community-based stakeholders.

### Questions?

If you would like to learn more about AMA's privacy training or how to get started, contact us at [Learn@albertadoctors.org](mailto:Learn@albertadoctors.org).

## Advanced Privacy Training

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This advanced privacy and security training takes an in-depth exploration into topics such as risk assessment and mitigation, responding to breaches, answering patient's privacy questions, and developing privacy impact assessments.

There are two curricula available: for custodians and for privacy officers.

**Prerequisite:** Fundamental Privacy Training curriculum.

# Privacy Officer Curriculum

This curriculum was developed for privacy officers who work in community-based medical practices and have completed the Fundamentals Privacy Training.

## Four required courses

1. **Introduction to Advanced Privacy for Privacy Officers** (5 mins)
  - Outlines the curriculum development process and overall learning objectives
2. **Privacy Officer Roles and Responsibilities** (30 mins)

### Learning Objectives

1. Describe the roles and responsibilities of a privacy officer with regard to:
  1. Maintaining policies
  2. Implementing training
  3. Ongoing monitoring
  4. Being the primary point of contact
2. Explain at least five strategies that privacy officers in clinics can implement to support privacy practices

3. **Assessing Privacy Risks and Applying Safeguards** (45 mins)

### Learning Objectives

- Describe the obligation for custodian and privacy officers to apply safeguards as outlined in the Health Information Act
- Identify the privacy and security risks by completing an assessment in your clinic
- Apply the appropriate safeguards to mitigate identified privacy and security risks

4. **Common Questions for Privacy Officers** (60 mins)

### Learning Objectives

- Apply the principles of collection, use and disclosure to not only common but complex, situations that arise in clinics
- Complete access requests and disclosure requests for health information
- Execute correction requests in compliance with the Health Information Act legislation

## Two optional courses

1. **Responding to a Privacy Breach** (60 mins)

### Learning Objectives

- Explain what a privacy breach is and list the three most common types of privacy breaches
- Apply critical thinking skills to clinic-based scenarios to:
  - Complete the four steps to respond to a privacy breach
  - Assess the risk of harm to an individual
  - Describe the mandatory breach reporting requirements

2. **Do-It-Yourself Privacy Impact Assessment** (60 mins)

### Learning Objectives

- Outline the steps a clinic team can do to prepare for submitting a privacy impact assessment
- Understand the content needed for each section of the privacy impact assessment
- Describe how to submit a completed privacy impact assessment

Prior to receiving a certificate of achievement, learners will be required to pass the quiz with a score of at least 80% and complete the course evaluation.

# Custodian Curriculum

This curriculum is geared towards physicians who work in community-based medical practices and have completed the Fundamentals Privacy Training.

## One required course

### 1. Introduction to Advanced Privacy for Custodians

- Outlines the curriculum development process and overall learning objectives of the curriculum

## Five optional courses

### 1. Assessing Privacy Risks and Applying Safeguards (45 mins)

#### Learning Objectives

- Describe the obligation for custodian and privacy officers to apply safeguards as outlined in the Health Information Act
- Identify the privacy and security risks by completing an assessment in your clinic
- Apply the appropriate safeguards to mitigate identified privacy and security risks

### 2. Responding to a Privacy Breach (60 mins)

#### Learning Objectives

- Explain what a privacy breach is and list the three most common types of privacy breaches
- Apply critical thinking skills to clinic-based scenarios to:
  - Complete the four steps to respond to a privacy breach
  - Assess the risk of harm to an individual
  - Describe the mandatory breach reporting requirements

### 3. Do-It-Yourself Privacy Impact Assessment (60 mins)

#### Learning Objectives

- Outline the steps a clinic team can do to prepare for submitting a privacy impact assessment
- Understand the content needed for each section of the privacy impact assessment
- Describe how to submit a completed privacy impact assessment

### 4. Privacy Officer Roles and Responsibilities (30 mins)

#### Learning Objectives

3. Describe the roles and responsibilities of a privacy officer with regard to:
  1. Maintaining policies
  2. Implementing training
  3. Ongoing monitoring
  4. Being the primary point of contact
4. Explain at least five strategies that privacy officers in clinics can implement to support privacy practices

### 5. Common Questions for Privacy Officers (60 mins)

#### Learning Objectives

- Apply the principles of collection, use and disclosure to not only common but complex, situations that arise in clinics
- Complete access requests and disclosure requests for health information
- Execute correction requests in compliance with the Health Information Act legislation

Prior to receiving a certificate, learners will be required to pass the quiz with a score of at least 80% and complete the course evaluation.