

# Fundamental Privacy Training

FOR COMMUNITY-BASED CLINIC TEAMS



## Fundamental 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 [PrivacySPaDS@albertadoctors.org](mailto:PrivacySPaDS@albertadoctors.org).

### Fundamental Privacy Training

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This training is an introduction to privacy and security within community-based medical clinics and covers foundational topics for anyone handling health information. The program has three unique curricula tailored to roles within a clinic: custodian, privacy officer and staff.

Fundamental Privacy Training is the prerequisite for the Advanced Privacy Training curriculum.

## Custodian Curriculum

This curriculum is geared towards physicians who work in community-based medical practices. It is recommended that custodians who are also privacy officers complete the nine courses of the custodian curriculum as it covers the same materials and has been CME accredited.



The physician curriculum has been CME accredited by the Royal College of Physicians and Surgeons of Canada for CME and by the College of Family Physicians of Canada for Mainpro+ up to a maximum of 3.5 hours. CME credits are available for six courses.

This curriculum includes six required courses and three optional courses.

### Six required courses

#### 1. Introduction for Custodians

- Outlines the curriculum development process and overall learning objectives

#### 2. Why Privacy Matters

- Highlights reasons why clinic teams need to ensure health information privacy is always a priority

#### 3. Understanding Privacy Fundamentals (CME .75)

##### Learning Objectives

- Describe the role of three privacy acts in Alberta and the key stakeholders
- Explain the concepts of privacy, security and confidentiality
- Describe the difference between personal information and health information
- Explain the key responsibilities of a custodian, affiliate, information manager and privacy officer
- State the three types of safeguard measures from the Health Information Act and Health Information Regulations

#### 4. Privacy and Access to Health Information (CME .75)

##### Learning Objectives

- Describe an Electronic Medical Record audit log, what it entails and why it is needed
- Explain what a privacy breach is and list the three most common types of privacy breaches
- Describe appropriate use and disclosure of health information
- Describe the five principles that guide access to health information
- Explain the four types of information sharing agreements

#### 5. Preventing and Managing a Privacy Breach (CME .5)

##### Learning Objectives

- Explain what a privacy breach is and list the three most common types of privacy breaches that occur
- Describe four steps to respond to a privacy breach: containment, assessing the risk, mandatory notification and reporting, and remediation
- Explain the mandatory breach reporting requirements

## 6. Introduction to Privacy Impact Assessments (CME .5)

### Learning Objectives

- Explain the purpose of a Privacy Impact Assessment
- List the fundamental elements of a Privacy Impact Assessment
- Describe when a Privacy Impact Assessment is required or an existing one needs amending
- Explain who is responsible for completing a Privacy Impact Assessment

## Three optional courses

### 1. Key Terms

- Defines commonly used privacy terms

### 2. Electronic Communication and Health Information (CME .5)

#### Learning Objectives

- Describe the risks associated with electronic communication
- List five strategies that help mitigate risks associated with electronic communication

### 3. Introduction to Cybersecurity (CME .5)

#### Learning Objectives

- Describe the two most common types of cybercriminals
- Describe potential consequences to an individual and organization from a cyberattack
- Explain why the Human Firewall is a critical defence strategy

Prior to receiving a CME certificate, learners will be required to complete the quiz with an 80% pass and the course evaluation.

# Privacy Officer Curriculum

This curriculum has been developed for individuals who have been assigned the responsibility of Privacy Officer within their medical clinic or PCN. Staff members who have an interest in developing Privacy officer skills are encouraged to enrol at the discretion of their office manager. Please note that physicians who are privacy officers are encouraged to enrol in the custodian curriculum as it covers the same materials and is eligible for CME credits.

This curriculum includes five required courses and four optional courses.

## Five required courses

### 1. Introduction for Privacy Officers

- Outlines the curriculum development process and overall learning objectives

### 2. Why Privacy Matters

- Highlights reasons why clinic teams need to ensure health information privacy is always a priority

### 3. Understanding Privacy Fundamentals

#### Learning Objectives

- Describe the role of three privacy acts in Alberta and the key stakeholders
- Explain the concepts of privacy, security and confidentiality
- Describe the difference between personal information and health information
- Explain the key responsibilities of a custodian, affiliate, information manager and privacy officer
- State the three types of safeguard measures from the Health Information Act and Health Information Regulations

### 4. Privacy and Access to Health Information

#### Learning Objectives

- Describe an Electronic Medical Record audit log, what it entails and why it is needed
- Explain what a privacy breach is and list the three most common types of privacy breaches
- Describe appropriate use and disclosure of health information
- Describe the five principles that guide access to health information
- Explain the four types of information sharing agreements

### 5. Preventing and Managing a Privacy Breach

#### Learning Objectives

- Explain what a privacy breach is and list the three most common types of privacy breaches that occur
- Describe four steps to respond to a privacy breach: containment, assessing the risk, mandatory notification and reporting, and remediation
- Explain the mandatory breach reporting requirements

## Four optional courses

### 1. **Key Terms**

- Defines commonly used privacy terms

### 2. **Introduction to Privacy Impact Assessments**

#### Learning Objectives

- Explain the purpose of a Privacy Impact Assessment
- List the fundamental elements of a Privacy Impact Assessment
- Describe when a Privacy Impact Assessment is required or an existing one needs amending
- Explain who is responsible for completing a Privacy Impact Assessment

### 3. **Electronic Communication and Health Information**

#### Learning Objectives

- Describe the risks associated with electronic communication
- List five strategies that help mitigate risks associated with electronic communication

### 4. **Introduction to Cybersecurity**

#### Learning Objectives

- Describe the two most common types of cybercriminals
- Describe potential consequences to an individual and organization from a cyberattack
- Explain why the Human Firewall is a critical defence strategy

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

# Staff Curriculum

This curriculum has been designed for staff and other affiliates working within community-based medical clinics and PCNs. Clinic teams are welcome to enrol any learners they feel would benefit from the training. This curriculum includes five required courses and three optional courses.

## Five required courses

### 1. Introduction for Staff

- Outlines the curriculum development process and overall learning objectives

### 2. Why Privacy Matters

- Highlights reasons why clinic teams need to ensure health information privacy is always a priority

### 3. Understanding Privacy Fundamentals

#### Learning Objectives

- Describe the role of three privacy acts in Alberta and the key stakeholders
- Explain the concepts of privacy, security and confidentiality
- Describe the difference between personal information and health information
- Explain the key responsibilities of a custodian, affiliate, information manager and privacy officer
- State the three types of safeguard measures from the Health Information Act and Health Information Regulations

### 4. Privacy and Access to Health Information

#### Learning Objectives

- Describe an Electronic Medical Record audit log, what it entails and why it is needed
- Explain what a privacy breach is and list the three most common types of privacy breaches
- Describe appropriate use and disclosure of health information
- Describe the five principles that guide access to health information

### 5. Preventing and Managing a Privacy Breach

#### Learning Objectives

- Explain what a privacy breach is and list the three most common types of privacy breaches that occur

## Three optional courses

### 1. Key Terms

- Defines commonly used privacy terms

### 2. Electronic Communication and Health Information

#### Learning Objectives

- Describe the risks associated with electronic communication
- List five strategies that help mitigate risks associated with electronic communication

### 3. Introduction to Cybersecurity

#### Learning Objectives

- Describe the two most common types of cybercriminals
- Describe potential consequences to an individual and organization from a cyberattack
- Explain why the Human Firewall is a critical defence strategy

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