

North West Core Skills Programme

Junior Doctor Passport Project Training Privacy Notice



This notice has been developed to tell you about the need to share personal information about training/learning you have undertaken within healthcare organisations who might be involved in supporting your training programme.

Why is information about a specific aspect of my training being collected and shared?

Healthcare organisations have to ensure that their staff and those undertaking training/work placements receive periodic mandatory training in order to ensure compliance with national quality and risk management standards. This type of training covers topics such as Health and Safety, Fire safety, Safeguarding Children etc.

Presently, there is significant duplication of mandatory training due to the rotational training systems in place, where a junior doctor and other healthcare students move for a training placement from one organisation to another, they may have to repeat training undertaken.

One of the ways this issue is being addressed is through the development of an agreed Skills Framework, called the Core Skills Framework which is part of The North West Core Skills Programme. This programme of work is being supported by NHS North West which is one of the bodies responsible for the commissioning of healthcare training programmes.

The aim through the use of the framework by healthcare organisations and education institutions delivering healthcare training programmes is to prevent the duplication of mandatory training. This will be achieved by standardising the content of mandatory training and indicating expected refresher periods. Healthcare organisations and education institutions within the North West are presently adopting The North West Core Skills Programme. Further information regarding the programme please visit our website: (www.cmtptct.nhs.uk/coreskills).

What and how will my information be shared?

In order to prevent duplication there is a need to ensure training records related to those Core Skills training subjects that you have undertaken are accessible across Health Care Organisations. One of the ways this is being supported is through the development of a secured web-based application called the Core Skills Register. The Core Skills Register is designed to store records of Core Skills training undertaken and contains a small amount of personal identifiable information. This information will include, first name, surname, date of birth, email, Registration Number (i.e. Student number, GMC/NMC Number), course name completion date. This type of data is required to ensure the correct identity of individuals.

The ability to share your Core Skills training record and the agreed small amount of personal identifiable information will enable organisations/education institutions to review your mandatory training experience and have confidence you are trained to the appropriate level prior to a new placement and/or identify any specific updates that you might need. Only authorised personnel will be allowed to access these applications and view your record.

The sharing of data between health care providers/education providers will promote the efficient organisation and management of induction training, but also improve your own experience by not needlessly repeating core mandatory training elements. A data sharing agreement/protocol has been developed that provides further information about the duties of those organisations involved, and is available online at (www.cmtptct.nhs.uk/coreskills).

How can I get a copy of the record/information held?

You will be able to obtain a copy of your record and information held via the authorised administrator within your employing healthcare organisation or education provider.

What if I do not want my Core Skills Training Record to be shared?

Employer organisations and other bodies are required to carry out duties that may necessitate the sharing of your core skill training record. The rationale and agreement to share this data is set out in a data sharing protocol/agreement that is available online at (www.cmpct.nhs.uk/coreskills). If you do not wish to have your Core Skills Training Information shared via the Core Skills Register please notify your local postgraduate department.

Further Information about the North West Core Skills Programme

For further information regarding the North West Core Skills Programme please contact coreskills.register@nhs.net