

PRIMIS+

Building confidence, knowledge and skills in users of health information in primary care

PRIMIS+ Award in Data Quality and Information Management in General Practice

PRIMIS+ is delighted to offer our learners an opportunity to gain formal recognition for the training they receive from us through the PRIMIS+ Award in Data Quality and Information Management in General Practice.

This unique award is designed for PCT staff who would like to learn the core principles and skills of general practice health information management, improve their understanding of the tools and techniques that can be used to promote a culture of information quality in general practice and come away with a certificate of achievement from a national awarding body.

Anyone employed by a PCT is eligible to undertake the award, although priority is given to PRIMIS+ facilitators and associates.

The award aims to:

- encourage excellence and high standards in the field of data quality and information management in general practice
- give recognition and status to the role of the PRIMIS+ facilitator or equivalent
- provide an opportunity for PRIMIS+ facilitators or equivalent to achieve formal recognition for the training they receive from PRIMIS+

What is involved?

The award comprises five units that, between them, cover the fundamental skills and knowledge that PRIMIS+ facilitators or equivalent need in order to work with colleagues from general practice on improved data quality and information management.

The award will take a minimum of four months (approximately 100 hours) to complete and is delivered via a combination of workshop sessions (five in total), online learning, self-directed study and assessment. Learners must complete all five units and their associated assessments successfully in order to achieve the award. There is a 'fast-track' option for learners who have previously completed all, or most of, the PRIMIS+ training curriculum.

Could I benefit from the Award?

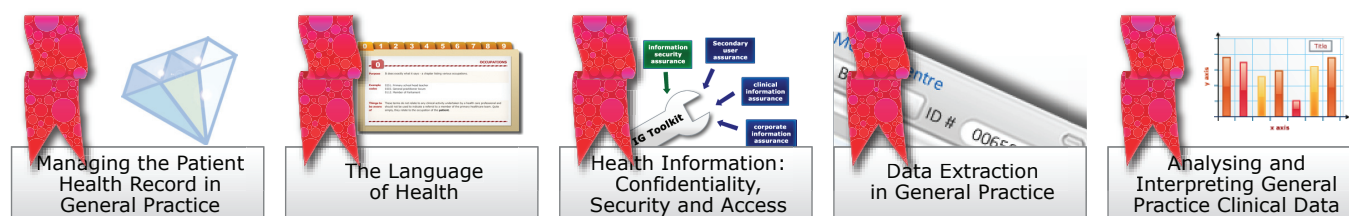
The award will benefit those who want to develop skills and knowledge in general practice health information management. Its inclusion in a CV will demonstrate that the holder has recognised expertise in the areas of data quality and information management in primary care.

How much will it cost?

There will be a minimal charge for the award, which covers essential registration, administration charges and a certificate of achievement from NCFE (a national awarding body). The cost of the course itself (including training and assessment) is funded by The NHS Information Centre for health and social care, sponsors of PRIMIS+. Travel and/or subsistence expenses will be met by the learner or their organisation.

What information and skills will I learn?

The award is delivered across five units:

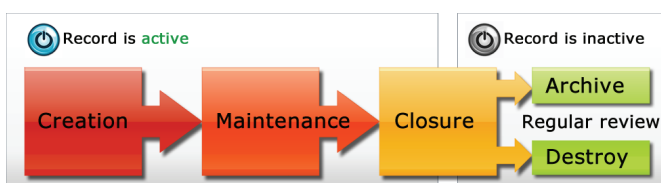


Unit 01: Managing the Patient Health Record in General Practice

This unit will enable learners to discover how information in general practice can be managed efficiently and effectively, including the creation and maintenance of patient health records. Explore the importance of good quality data and consider the impact that poor data could have on patient care and service management. This unit will also equip learners with an understanding of why records management is important and how to ensure it is implemented to a high standard.

There are four elements of learning within this unit:

- **GP Patient Health Records** (workshop one)
- **Data Quality** (workshop one)
- **Records Management** (online lesson)
- **GP Clinical Information Systems** (online lesson)



Unit 02: The Language of Health

This unit introduces medical terminology and goes on to explain and investigate the intricacies of the coding systems currently in use by clinicians and other healthcare staff in primary care. Learners will be able to interpret common medical terms and use effective search techniques to locate the appropriate code for recording information in general practice clinical information systems.

There are four elements of learning within this unit:

- **Introducing the Language of Health** (workshop two)
- **Introduction to Medical Terminology** (workshop two)
- **Read Codes Version 2** (online lesson)
- **Clinical Terms Version 3** (online lesson)

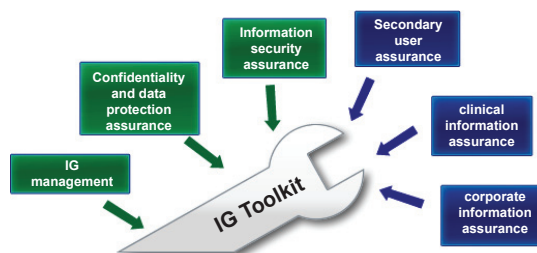


Unit 03: Health Information: Confidentiality, Security and Access

This unit covers the important basics that anyone involved with health information needs to know to ensure that they are working within a legal and ethical framework. The learning focuses on the conditions and legislation that are specific to health information and its uses, and specifically to the extraction, analysis, auditing and reporting of patient data.

There are four elements of learning within this unit:

- **What is Health Information?** (workshop three)
- **Using Health Information lawfully** (workshop three)
- **NHS Information Governance** (online lesson)
- **Sharing Health Information** (self-directed study)

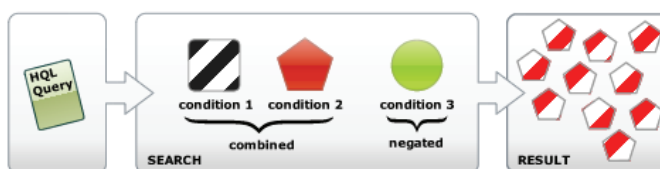


Unit 04: Data Extraction in General Practice

This unit will enable learners to understand the different data extraction methods available in general practice. Additionally, it will equip learners with the knowledge and skills they need to use the PRIMIS+ CHART software to its full potential, including preparation and management of MIQUEST query sets. Learners can also gain practical experience of using MIQUEST to extract data from a general practice clinical information system.

There are four elements of learning within this unit:

- **Principles of Data Extraction** (online lesson)
- **Understanding MIQUEST** (online lesson)
- **Running MIQUEST Queries** (workshop four)
- **CHART: Functionality** (workshop four)

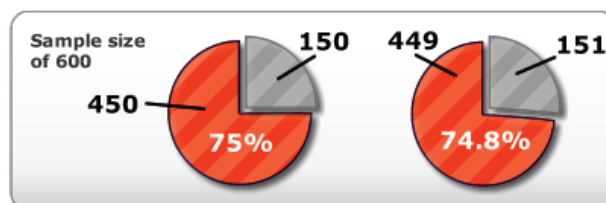


Unit 05: Analysing and Interpreting General Practice Clinical Data

This unit will enable learners to use statistical concepts in the analysis and interpretation of data and evaluate the suitability of different methods to present the results of analysis. Data analysis tools will be used to analyse and compare and then effectively interpret clinical data. Learners will utilise the PRIMIS+ data analysis tools CHART and CHART Online for analysing and presenting data.

There are four elements of learning within this unit:

- **Analysing and Interpreting Data** (online lesson)
- **Presenting the Outputs of Analysis** (online lesson)
- **CHART: Analysis and Interpretation** (workshop five)
- **CHART Online** (workshop five)



Additional information

The PRIMIS+ service is sponsored by The Information Centre for health and social care and is based within the Division of Primary Care within the School of Community Health Sciences at the University of Nottingham.

Learners should note that the award is not a University of Nottingham qualification, nor does undertaking the award allow learners to accrue credits from The University of Nottingham.

Throughout the duration of the award, learners have access to an allocated Learning Consultant. Learning Consultants deliver face-to-face training and provide support to learners during their online learning experience and while undertaking assessments. Support is also available to learners via a dedicated telephone helpline and email service.

For further information on the award please contact your allocated PRIMIS+ Learning Consultant or contact PRIMIS+ direct (details below).

PRIMIS+

email: trainingsupport@primis.nottingham.ac.uk

Training support helpline: 0115 84 66 410

General enquiries email: enquiries@primis.nottingham.ac.uk

General enquiries telephone: 0115 846 6420

www.primis.nhs.uk

Supporting The NHS Information Centre in data quality training and analysis in primary care: www.ic.nhs.uk

The University of Nottingham
15th Floor Tower Building
University Park
Nottingham
NG7 2RD

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