

## System Maintenance and Disaster Recovery (ISMS)

### Introduction

The System Maintenance and Disaster Recovery (Information Security Management Systems [ISMS]) seminar has been created to ensure you are protecting your patient data by maintaining your clinical system. The seminar covers the functions and facilities within your clinical system (PCS and LV) that can assist you in managing the security of your system. Focusing on your EMIS system this seminar will support you in the development of practice plans to ensure your system is fully updated/supported on a daily basis, and that you have plans in place to identify and correct any problems.

The ISMS toolkit is an additional tool, available for delegates attending the seminar. The toolkit consists of several documents that you can use to record and plan your information security processes including:

- n Daily backup log
- n Tape backup cycle
- n Antivirus log
- n Register for system users

### What training is available?

The training is a half day seminar/workshop format and has been designed to offer advice and information in line with NHS strategy guidelines. It will focus on the key areas of your clinical system that can assist you in managing the security of your system.

### Who should attend?

GPs, Practice managers, IT managers, Administration staff, PCT IT facilitators would all benefit from the System Maintenance and Disaster Recovery seminar and workshop.

### Objectives and learning outcomes

Delegates will have an opportunity to learn how to:

- n Use security profiles and passwords
- n Protect your clinical system against unauthorised access
- n Use audit trails
- n Understand the email policy and internet use
- n Use antivirus precautions and protection service
- n Manage system and appointment backups
- n Collect and monitor patch updates
- n Perform database validations and integrity checks
- n Log faults with EMIS support and monitor them using the ECR tracker
- n Use EMIS online

## How do I book training?

It is vital that you have training from a reliable/official source to ensure that the quality of the information is consistent, correct and up to date. EMIS has achieved 70% excellent and 28% good feedback from delegates who have attended EMIS training.

Don't teach yourself bad habits; training will confirm, consolidate knowledge and improve your confidence in learning new skills. Don't miss your opportunity to learn more about System Maintenance and Disaster Recovery. The seminar and workshop is available as:

- n Half day seminar @ **£45 + VAT** per delegate (maximum **15** delegates)
- n Half day seminar @ **£625 + VAT** or two half day seminars on the same day @ **£790 + VAT** (PCT sponsored, maximum **15** delegates).

For further information or to book a session please contact Field Operations on **0845 123 4455**.