Access to training records
Information for staff
**Inspection process**

As part of the Healthcare Environment inspection process, Healthcare Improvement Scotland inspectors may need to confirm that the NHS board is providing adequate training to relevant staff on the prevention and control of infection. Consequently, the inspectors may need to access and view training records to confirm that the relevant staff have attended healthcare associated infection (HAI) training and/or have HAI training objectives.

**Data Protection Act 1998**

To carry out this process, the inspection regime is able to rely on the exemption contained within Section 35 of the Data Protection Act 1998. This exemption allows processing to be exempt from the non-disclosure provisions where the disclosure is required by or under any enactment. In this case, Healthcare Improvement Scotland is performing its statutory obligations contained within various statutory provisions, the most important of which is Section 10C of the National Health Service (Scotland) Act 1978.

**Viewing the training records**

The inspector will randomly view training records with the senior charge nurse or the nurse in charge, with the objective of confirming whether or not the NHS board is meeting its training obligations. In a few situations, these training records and plans may simply be on a wall planner in the supervisor’s office. However, more often, they are in electronic form, for example within the e-KSF system or contained within other electronic training record formats.

Although the inspector does not need to provide advance notice to access training records, the inspector will ensure that they comply with data protection legislation as follows:

- the inspector will not print-out or make a copy of personal records
- the inspector will not record the name of the staff member whose training records have been viewed, and
- the inspector will only view the training records – not the whole staff HR file.

The inspector will record relevant information, such as the type of HAI training provided and the number of staff that have received the training.