

Business Continuity Management for Health and Social Care providers

Maybe you have seen the questions in the PQQ which ask:

What are your plans to deliver the service in the event of an influenza pandemic?

What will you do if your delivery premises are flooded?

But then as asked by one Local Authority in care tender as a Pass/Fail question:

Do you have a Business Continuity Programme which complies with BS25999?

The question for the health or social care provider is;

What do I have to do to comply with the Standard and ensure that I do not Fail?

There are a number of courses available which address Business Continuity Planning (BCP). From the information we have seen these are largely suitable for the IT sector, where a sound BCP is crucial; or for manufacturing and engineering companies. We were unable to find a suitable BCP course for providers who tender and enter into contracts with public bodies hence:

Business Continuity Management for Health and Social Care Providers

The course is based on the systems and learning necessary for a provider to comply with the BS25999 Standard and also taking into account ISO 22301.

The course:

- explains the processes which are required in order to comply with the standards;
- takes students through the complete BCP cycle from Business As Usual to Audits;
- identifies the separate stages and explains what providers need to do at each stage;
- provides a checklist of the functions and areas which providers should consider;
- helps students understand how to put together a system which addresses the requirements set out in the Standards.

After attending this course:

Not only will you be able to draw up a compliant Business continuity Management programme; but you can be sure that the programme will ensure the safety of your service users, patients, your contracts and the resilience your organisation as a whole.

The course is based on Business Impact Assessment Checklist

This is one of the requirements for BS29555 compliance. The checklist has been specifically designed for Health and Social Care providers and asks all of the questions required of the Standard when applied to these business sectors. The BIA underpins and ensures the effectiveness of the Business Continuity Management Programme.

We introduce the other requirements of the Standard and show you how to build your plan and overall Business Continuity Management Programme to ensure that you will not breach of the requirements of public sector contract delivery and will be able to give the required assurances when you complete tenders.

Who should attend this course?

The course is designed for senior staff of organisations, companies and CCGs providing health, medical and social care services including: Managers; Practice Managers; Business Development Managers; Directors; Trustees; and GPs. Also staff charged with writing and preparing PQQs and tenders.



The day will cover:

- Context and Background;
- Definition of business continuity, relevant legislation, procurement and business continuity, BS2599 and ISO 22301;
- The business continuity 'cycle';
 - Policy and procedures;
 - Understanding the organisation (Business as Usual);
 - Business Impact Assessment (BIA);
 - Risk/Threat Assessment;
 - The Business Continuity Plan (BCP);
 - The Incident Management Plan (IMP);
- Keeping the Plan under Review; maintaining compliance;
- Where are we now? (Organisation readiness self- assessment).

Learning Outcomes:

As a result of attending this course participant will:

- Understand the legal and procurement context for a Business Continuity Management Programme
- Analyse the need for a Business Continuity Management Programme within their own organisation and identify the potential benefits;
- Understand the key stages in the cycle of Business Continuity Management;
- Understand the steps that their organisation needs to take in order to develop an effective Business Continuity Management Programme;
- Raise awareness of the requirements and expectations of procurement in relation to Business Continuity Management

Dates/Venues:

Ref: 182/13/3101

Venue: 33 Throgmorton Street, London EC2N 2BR (near Bank underground station)

Date: Wednesday 24th April 2013

Ref: 183/13/3101

Venue: 33 Throgmorton Street, London EC2N 2BR (near Bank underground station)

Date: Wednesday 1st May 2013

Times: 10 am start to 4.00 pm

(Coffee and tea is provided throughout the day lunch **is not** included)

Coffee 9.30 am for 10 am start

FEES

Fees per delegate: Non-members of TfC £252 (incl. VAT)
Silver, Gold and Platinum Members of TfC ... £216 (incl. VAT)

This Course is also available in a taught "in-house" format for individual providers, groups of providers, CCGs or umbrella organisations for their members;

Please contact us for details.

By email info@tenderingforcare.com

By telephone 01629 57501

By post to 30 Gritstone Road, Matlock, Derbyshire, DE4 3GB

Or visit our website at www.tenderingforcare.com

