Privacy Training Set-Up Guide

For questions about this guide, please contact privacy@aohc.org
1. About this guide

Hello and thank you for taking the time to learn more about Privacy and how you can contribute to your organization by being more privacy-aware. This guide was developed for several reasons including:

- Addressing the gap in staff’s understanding of the importance of Privacy in health care;
- Providing your Privacy officers with a resource for training new and existing staff;
- Providing your organization with a proof of privacy training completion in the form of a test score thanks to the embedded quiz which consists of 10 multiple choice questions. The resulting test score could be entered in the HR file of each employee if your organization decides to do so.

Rational for collecting names and email addresses: The names and email addresses of trainees will allow us to send the test results to the respective organization’s Privacy officer who can then distribute those to the individual trainees. This would also allow for the identification of areas where additional training could be necessary.

2. Privacy Training Set-up

To begin the Privacy training:

1. Click here to launch the Privacy training module;
2. Click on the play button (located in the middle of the screen);
3. The following screen will appear:
4. Enter your First name, Last name, and work email address in the appropriate fields; 

5. Click on the “Watch Video and Take Quiz” button to continue the training with the quiz component 

![Watch Video and Take Quiz](image)

Note: In order to get the full benefit of this training module, you are encouraged to click on “Watch video and take quiz”, rather than clicking on “Watch video only – no quiz”

6. The video will start. There will be pop quiz questions that will appear in between slides, as well as at the end of the training;

![Take quiz now](image)

7. For every quiz question, you will be prompted to take the quiz by clicking on the “Take quiz now” button (with the exception of the quiz at the end of the video);

Note: Once you submit an answer, it is final and it cannot be revised.

8. After submitting your answer(s), you will be prompted to either review your answer(s) or continue with the training. We recommend that you review your answer(s) before continuing.
If you want to view the training in full screen mode, please click on the appropriate button at the lower right hand corner, shown with a red arrow in the screenshot above.

The results from the quiz will be sent to the Privacy contact person in your organization as proof of training completion.

If you have any feedback for the training or if you have any questions/concerns, please email us at: privacy@aohc.org.

Please note that every suggestion will be taken in consideration for the next version of the training which will be updated on an annual basis.