



# Health Protection Agency Training Courses

## Loggists' Training





This course focuses on the individuals who will be note-taking/logging on behalf of decision makers.

This one day intensive course, gives delegates a comprehensive understanding of the importance of notes in response to an incident and their evidential value in any post-incident legal proceedings. Delegates will consider and review the content of their notes using objective assessment criteria. Constructive feedback will be given to improve their written skills. The training will give an overview of the potential threats and the role of the main responders in an incident through lectures and practical exercises.

## Learning objectives

The aim of this course is to enable you to:

- Demonstrate a basic understanding of the roles and responsibilities of category 1 and 2 responders involved in emergencies.
- Identify the roles and responsibilities of health agencies, government departments, regional local authorities and specialist organisations.
- Recognise the types of emergencies and potential threats they may encounter.
- Describe the importance of the legal aspects and requirements in relation to logs of records and documents.
- Understand the environment where a loggist may work during an emergency.
- Demonstrate the skills and methods of logging/note taking.

## Outline of programme

- Civil Contingencies Act 2004.
- Command and control within the health service.
- Roles and responsibilities of partner organisations.
- Types of threats and incidents.
- Logging the vital component of a major incident.



## Assessment

There will be a debriefing session at the end of the course to help you identify key issues relating to the importance of record keeping. Constructive feedback will be given to improve your written skills.

You will receive a certificate of attendance.

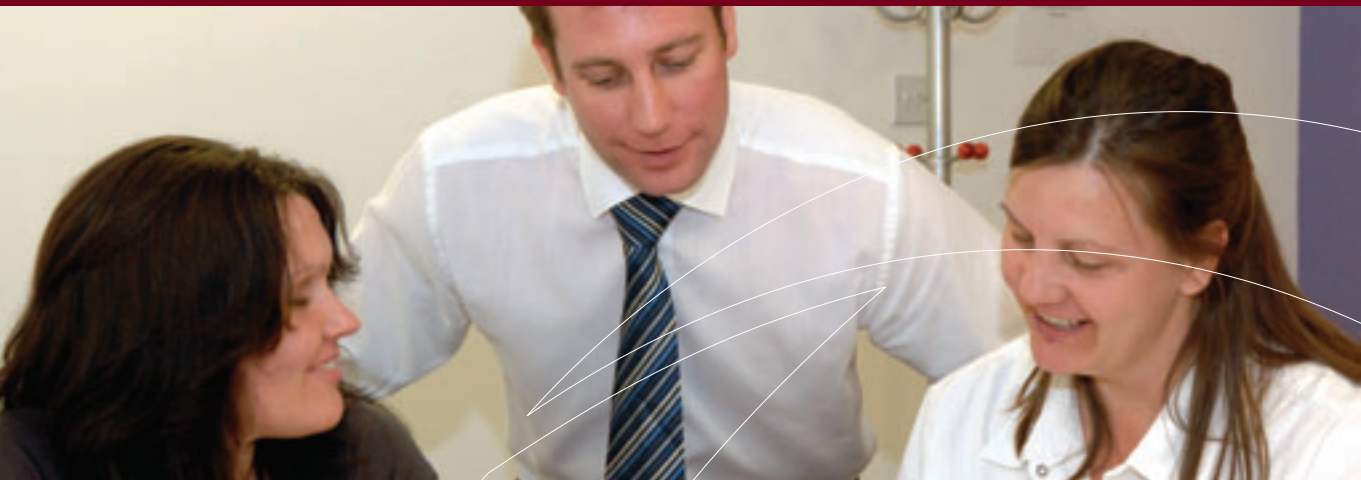
## Who should attend?

This course is designed for those who may be required to carry out note taking during an incident. The course may also be beneficial for those fulfilling the role of decision maker in a major incident.

## Contact for course details and bookings

For further information and how to book, please contact your HPA Regional Health Emergency Planning Advisor or email [emergencyresponse.training@hpa.org.uk](mailto:emergencyresponse.training@hpa.org.uk)

For current course dates please visit [www.hpa.org.uk/emergency/training.htm](http://www.hpa.org.uk/emergency/training.htm)



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