

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 22301 — Business Continuity for Care Organisations

ISO Certification Programme



LAPT — London Academy of Professional Training

Address 85 Great Portland Street, W1W 7LT, London, United Kingdom

Email info@lapt.org

Telephone +44 7513 283044

Web lapt.org

Reference HL-CSR-22301 • ISO Health

UKPRN 10067351 • Registered in England and Wales, company 4984798

AT A GLANCE

REFERENCE	HL-CSR-22301
AWARD	Certificate
ASSESSMENT	860 marks — 516 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1	Business Continuity Planning	0 chapters	85 marks
2	Continuity Plan Development	0 chapters	65 marks
3	Crisis Communication Strategies	0 chapters	65 marks
4	Crisis Management Strategies	0 chapters	65 marks
5	Evaluation and Improvement of Plans	0 chapters	45 marks

• 1 Understanding Business Continuity in Care Services — 6 classes

- › 1.1 Define Business Continuity in Care Services
- › 1.2 Identify Key Components of a Business Continuity Plan
- › 1.3 Recognize Risks and Threats to Care Operations
- › 1.4 Develop a Business Continuity Strategy for Care Organisations
- › 1.5 Implement Effective Communication Plans during Crises
- › 1.6 Evaluate and Improve Business Continuity Practices Over Time

• 2 ISO 22301 Framework and Requirements — 6 classes

- › 2.1 Define Business Continuity and Its Importance in Care Organisations
- › 2.2 Explore the Key Principles of ISO 22301 Framework
- › 2.3 Identify the Core Requirements of ISO 22301 for Care Settings
- › 2.4 Assess Current Business Continuity Practices Against ISO 22301 Standards
- › 2.5 Develop a Basic Business Continuity Plan Following ISO 22301 Guidelines
- › 2.6 Evaluate and Improve Business Continuity Strategies in Your Organisation

• 3 Risk Assessment and Business Impact Analysis — 6 classes

- › 3.1 Identify Key Risks in Care Organisations
- › 3.2 Evaluate Potential Impacts of Identified Risks
- › 3.3 Categorise Risks Based on Severity and Likelihood
- › 3.4 Conduct a Comprehensive Business Impact Analysis
- › 3.5 Develop Risk Response Strategies for Care Services
- › 3.6 Implement and Monitor Business Continuity Measures

• 4 Developing and Implementing Business Continuity Plans — 6 classes

- › 4.1 Identify Key Components of a Business Continuity Plan
- › 4.2 Assess Risks and Vulnerabilities in Care Settings
- › 4.3 Develop Strategies for Business Continuity in Care Organisations
- › 4.4 Create Effective Business Continuity Plan Documentation
- › 4.5 Implement Training and Awareness Programs for Staff
- › 4.6 Review and Test Business Continuity Plans Regularly

• 5 Testing, Maintenance, and Continuous Improvement of Business Continuity Plans — 6 classes

- › 5.1 Understand the Importance of Testing Business Continuity Plans
- › 5.2 Identify Key Components of a Business Continuity Testing Strategy
- › 5.3 Design Effective Scenarios for Testing Business Continuity Plans
- › 5.4 Conduct a Business Continuity Plan Testing Session
- › 5.5 Evaluate Test Results and Identify Improvement Areas
- › 5.6 Develop a Continuous Improvement Plan for Business Continuity

• 1 Understanding the Fundamentals of ISO 22301 for Care Organisations — 6 classes

- › 1.1 Define ISO 22301 and Its Importance for Care Organisations
- › 1.2 Identify Key Components of Business Continuity Management
- › 1.3 Explore the Core Principles and Objectives of ISO 22301
- › 1.4 Analyze the Relationship Between ISO 22301 and Risk Management
- › 1.5 Examine the Benefits of ISO 22301 for Care Organisations
- › 1.6 Develop a Basic Action Plan for Implementing ISO 22301

• 2 Risk Assessment and Business Impact Analysis in Care Settings — 6 classes

- › 2.1 Understand the Importance of ISO 22301 in Care Settings
- › 2.2 Identify Potential Risks in Care Organisations
- › 2.3 Evaluate the Impact of Risks on Care Services
- › 2.4 Conduct a Comprehensive Risk Assessment
- › 2.5 Develop a Business Impact Analysis for Care Operations
- › 2.6 Create an Action Plan to Mitigate Identified Risks

• 3 Developing Business Continuity Strategies for Care Services — 6 classes

- › 3.1 Identify Key Components of Business Continuity Strategies
- › 3.2 Analyze Risks and Vulnerabilities in Care Services
- › 3.3 Develop Business Impact Analysis for Care Operations
- › 3.4 Formulate Response and Recovery Plans for Disruptions
- › 3.5 Implement Training and Awareness Programs for Staff
- › 3.6 Evaluate and Revise Business Continuity Strategies Periodically

• 4 Implementing and Communicating the Business Continuity Plan — 6 classes

- › 4.1 Identify Key Components of a Business Continuity Plan
- › 4.2 Develop Effective Communication Strategies for Plan Implementation
- › 4.3 Engage Stakeholders in Business Continuity Plan Messaging
- › 4.4 Establish Roles and Responsibilities for Plan Execution
- › 4.5 Create a Training Program for Staff on Continuity Procedures
- › 4.6 Evaluate and Improve Communication Effectiveness Post-Implementation

• 5 Monitoring, Reviewing, and Improving Business Continuity Efforts — 6 classes

- › 5.1 Assess Current Business Continuity Practices
- › 5.2 Identify Key Performance Indicators for Monitoring
- › 5.3 Conduct Regular Review Meetings for Continuous Improvement
- › 5.4 Analyze Data and Trends from Business Continuity Exercises
- › 5.5 Implement Feedback Mechanisms to Enhance Strategies
- › 5.6 Develop an Action Plan for Future Improvements

• 1 Understanding Risk in Care Organisations — 6 classes

- › 1.1 Define Key Risk Concepts in Care Settings
- › 1.2 Identify Common Risks Faced by Care Organisations
- › 1.3 Evaluate the Impact of Risks on Care Services
- › 1.4 Utilize Risk Assessment Tools for Care Organisations
- › 1.5 Develop a Risk Management Plan for Care Scenarios
- › 1.6 Implement Risk Mitigation Strategies in Care Operations

• 2 Frameworks for Risk Assessment in Health Services — 6 classes

- › 2.1 Define Key Concepts in Risk Assessment for Health Services
- › 2.2 Identify Legal and Regulatory Frameworks Impacting Risk Assessment
- › 2.3 Explore Risk Assessment Methodologies Used in Care Organisations
- › 2.4 Analyze Common Risks Facing Health Services
- › 2.5 Develop Risk Assessment Criteria Tailored for Care Settings
- › 2.6 Create a Risk Mitigation Plan Based on Assessment Findings

• 3 Conducting Comprehensive Risk Analyses — 6 classes

- › 3.1 Identify Key Risks in Care Organisations
- › 3.2 Evaluate the Impact of Identified Risks
- › 3.3 Assess the Likelihood of Risk Occurrence
- › 3.4 Prioritise Risks Based on Severity and Probability
- › 3.5 Develop Mitigation Strategies for Top Risks
- › 3.6 Review and Update Risk Analysis Regularly

• 4 Mitigation Strategies for Identified Risks — 6 classes

- › 4.1 Identify Key Risks in Care Organisations Context
- › 4.2 Analyze the Impact of Identified Risks on Operations
- › 4.3 Prioritize Risks Based on Severity and Likelihood
- › 4.4 Develop Tailored Mitigation Strategies for High-Priority Risks
- › 4.5 Implement Mitigation Strategies Effectively in Care Settings
- › 4.6 Evaluate and Adjust Mitigation Strategies Based on Outcomes

• 5 Monitoring and Reviewing Risk Management Practices — 6 classes

- › 5.1 Identify Key Indicators for Risk Management Effectiveness
- › 5.2 Evaluate Current Risk Management Practices in Care Organisations
- › 5.3 Develop a Framework for Ongoing Risk Monitoring
- › 5.4 Implement Regular Review Processes for Risk Assessments
- › 5.5 Analyze Feedback Mechanisms for Continuous Improvement
- › 5.6 Create Action Plans Based on Risk Review Outcomes

• 1 Understanding Risk in Care Organisations — 6 classes

- › 1.1 Define Key Concepts of Risk in Care Organisations
- › 1.2 Identify Common Risks Faced by Care Organisations
- › 1.3 Explore the Importance of Risk Assessment in Care Settings
- › 1.4 Evaluate Methods for Assessing Risks in Care Organisations
- › 1.5 Develop Strategies for Mitigating Identified Risks
- › 1.6 Implement a Risk Management Plan for Continuous Improvement

• 2 Risk Identification Techniques for Care Services — 6 classes

- › 2.1 Identify Key Risks in Care Services
- › 2.2 Analyze Environmental Factors Impacting Care
- › 2.3 Utilize Stakeholder Feedback for Risk Insight
- › 2.4 Conduct a SWOT Analysis to Identify Vulnerabilities
- › 2.5 Implement Scenario Planning for Risk Assessment
- › 2.6 Develop a Risk Register for Ongoing Management

• 3 Evaluating and Prioritising Risks in Care Settings — 6 classes

- › 3.1 Identify Key Risk Factors in Care Settings
- › 3.2 Assess the Impact of Identified Risks on Care Operations
- › 3.3 Evaluate the Likelihood of Risk Occurrences in Care Settings
- › 3.4 Prioritize Risks Based on Impact and Likelihood
- › 3.5 Develop Mitigation Strategies for High-Priority Risks
- › 3.6 Create an Action Plan for Ongoing Risk Monitoring and Review

• 4 Implementing Risk Mitigation Strategies

• 5 Monitoring and Reviewing Risks in Care Operations