

# LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

## ISO 22301H — Business Continuity for Health IT Systems

*ISO Certification Programme*



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### LAPT — London Academy of Professional Training

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**Reference** HL-HIT-22301H • ISO Health

UKPRN 10067351 • Registered in England and Wales, company 4984798

AT A GLANCE

|               |                                                |
|---------------|------------------------------------------------|
| REFERENCE     | HL-HIT-22301H                                  |
| AWARD         | Certificate                                    |
| ASSESSMENT    | 430 marks — 258 to pass (60%)                  |
| PREREQUISITES | None                                           |
| VALIDITY      | Lifetime                                       |
| AWARDING BODY | LAPT — London Academy of Professional Training |

CURRICULUM

1

Business Continuity Fundamentals

5 chapters · 30 classes 85 marks

• 1 Introduction to Business Continuity in Health IT Systems — 6 classes

› 1.1 Define Business Continuity in Health IT Systems

› 1.2 Identify Key Components of Business Continuity Planning

› 1.3 Assess Risks and Impacts on Health IT Services

› 1.4 Explore Regulatory Frameworks Affecting Health IT Continuity

› 1.5 Develop a Business Continuity Strategy for Health IT

› 1.6 Evaluate and Test Business Continuity Plans in Health IT

• 2 ISO 22301 Standards: Framework and Principles — 6 classes

› 2.1 Understand the Purpose of ISO 22301 in Health IT

› 2.2 Explore the Key Principles of Business Continuity

› 2.3 Identify the Components of the ISO 22301 Framework

› 2.4 Analyze the Role of Leadership in Business Continuity Planning

› 2.5 Assess the Importance of Risk Assessment in ISO 22301

› 2.6 Develop a Basic Business Continuity Plan Template

• 3 Risk Assessment and Business Impact Analysis in Health IT — 6 classes

› 3.1 Identify Key Risks in Health IT Systems

› 3.2 Analyze Vulnerabilities in Health IT Infrastructure

› 3.3 Assess Potential Impact of Disruptions on Health Services

› 3.4 Prioritize Risks Based on Impact and Likelihood

› 3.5 Develop a Business Impact Analysis Framework

› 3.6 Implement Strategies for Risk Mitigation in Health IT

• 4 Developing and Implementing Business Continuity Plans — 6 classes

› 4.1 Assess Business Impact for Continuity Planning

› 4.2 Identify Critical Health IT Functions and Resources

› 4.3 Develop Risk Mitigation Strategies for Health IT Systems

› 4.4 Create Comprehensive Business Continuity Plan Templates

› 4.5 Establish Training Protocols for Staff on Continuity Plans

› 4.6 Test and Evaluate Business Continuity Plans Effectively

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

› 5.1 Evaluate Existing Business Continuity Plans

› 5.2 Develop Testing Strategies for Health IT Systems

› 5.3 Conduct Simulated Drills and Exercises

› 5.4 Analyze Test Results for Improvement Opportunities

› 5.5 Update Business Continuity Plans Based on Findings

› 5.6 Establish a Culture of Continuous Improvement

### • 1 Understanding Business Continuity in Health IT Systems — 6 classes

- › 1.1 Define Business Continuity and Its Importance in Health IT
- › 1.2 Identify Key Components of a Business Continuity Plan
- › 1.3 Assess Risks and Threats to Health IT Systems
- › 1.4 Develop Effective Business Continuity Strategies for IT Systems
- › 1.5 Establish Roles and Responsibilities for Business Continuity Teams
- › 1.6 Implement and Test a Business Continuity Plan in Health IT

### • 2 Risk Assessment and Impact Analysis for Health IT — 6 classes

- › 2.1 Identify Key Risks in Health IT Systems
- › 2.2 Evaluate Potential Impacts of Identified Risks
- › 2.3 Prioritize Risks Based on Impact and Likelihood
- › 2.4 Develop Risk Mitigation Strategies for Health IT
- › 2.5 Document Risk Assessment Findings and Recommendations
- › 2.6 Present Business Continuity Plans to Stakeholders

### • 3 Developing a Business Continuity Plan for Health IT — 6 classes

- › 3.1 Identify Key Components of a Business Continuity Plan for Health IT
- › 3.2 Assess Risks and Vulnerabilities in Health IT Systems
- › 3.3 Establish Critical Functions and Prioritize Recovery Strategies
- › 3.4 Develop Communication Protocols for Stakeholders and Staff
- › 3.5 Create Testing and Maintenance Procedures for the Business Continuity Plan
- › 3.6 Implement and Review the Business Continuity Plan in Health IT Settings

### • 4 Implementation Strategies for Business Continuity Plans — 6 classes

- › 4.1 Assess Risks and Prioritize Business Continuity Needs
- › 4.2 Develop a Comprehensive Business Continuity Plan Framework
- › 4.3 Engage Stakeholders for Effective Plan Implementation
- › 4.4 Integrate Business Continuity into Organizational Culture
- › 4.5 Test and Evaluate Business Continuity Plans Regularly
- › 4.6 Adapt and Improve Business Continuity Strategies Based on Feedback

### • 5 Testing, Maintenance, and Continuous Improvement of BCPs — 6 classes

- › 5.1 Identify Key Components of BCP Testing
- › 5.2 Explore Methods for Validating BCP Effectiveness
- › 5.3 Develop a Schedule for Regular BCP Maintenance
- › 5.4 Analyze Test Results to Identify Improvement Areas
- › 5.5 Implement Changes and Update BCP Documentation
- › 5.6 Foster a Culture of Continuous Improvement in BCPs

### • 1 Understanding ISO 22301: Overview and Framework — 6 classes

- › 1.1 Define ISO 22301 and Its Importance for Health IT Systems
- › 1.2 Identify Key Components of the ISO 22301 Framework
- › 1.3 Explore the Benefits of Implementing ISO 22301 Standards
- › 1.4 Recognize the Roles and Responsibilities in Business Continuity
- › 1.5 Analyze Case Studies of ISO 22301 Implementation in Health IT
- › 1.6 Develop an Initial Action Plan for ISO 22301 Compliance

### • 2 Risk Assessment and Business Impact Analysis in Health IT — 6 classes

- › 2.1 Identify Key Risks in Health IT Systems
- › 2.2 Analyze Vulnerabilities in Health IT Infrastructure
- › 2.3 Evaluate Potential Impacts of Disruptions on Health IT
- › 2.4 Prioritize Risks Based on Severity and Likelihood
- › 2.5 Develop Business Impact Analysis (BIA) Methodologies
- › 2.6 Implement Risk Mitigation Strategies for Health IT Systems

### • 3 Developing Business Continuity Plans for Health IT Systems — 6 classes

- › 3.1 Assessing Risks to Health IT Systems
- › 3.2 Identifying Critical Health IT Functions
- › 3.3 Developing Recovery Strategies for IT Services
- › 3.4 Creating Communication Plans for Crisis Management
- › 3.5 Testing and Validating Business Continuity Plans
- › 3.6 Reviewing and Updating Continuity Strategies Regularly

### • 4 Implementing and Maintaining ISO 22301 Compliance — 6 classes

- › 4.1 Understand the Purpose and Scope of ISO 22301
- › 4.2 Identify Key Components of ISO 22301 Compliance
- › 4.3 Develop a Business Continuity Management Plan (BCMP)
- › 4.4 Conduct Risk Assessments Relevant to Health IT Systems
- › 4.5 Establish Continuous Monitoring and Review Mechanisms
- › 4.6 Implement Training and Awareness Programs for Teams

### • 5 Testing, Auditing, and Continuous Improvement in Business Continuity — 6 classes

- › 5.1 Understand the Principles of Business Continuity Testing
- › 5.2 Evaluate Different Methods for Business Continuity Auditing
- › 5.3 Develop Effective Business Continuity Test Scenarios
- › 5.4 Implement Business Continuity Audits for Compliance
- › 5.5 Analyze Test Results to Identify Improvement Opportunities
- › 5.6 Create a Continuous Improvement Plan for Business Continuity

**• 1 Fundamentals of Leadership in Health IT — 6 classes**

- › 1.1 Define Key Leadership Theories in Health IT
- › 1.2 Identify Essential Leadership Traits for IT Managers
- › 1.3 Evaluate the Impact of Leadership Styles on Team Dynamics
- › 1.4 Develop Effective Communication Strategies for Health IT Leaders
- › 1.5 Apply Decision-Making Frameworks in Health IT Leadership
- › 1.6 Create a Leadership Action Plan for Enhancing Team Performance

**• 2 Strategic Management in Health IT Systems — 6 classes**

- › 2.1 Assessing the Current State of Health IT Systems
- › 2.2 Identifying Strategic Objectives for Business Continuity
- › 2.3 Analyzing Risks and Vulnerabilities in Health IT Infrastructure
- › 2.4 Developing a Business Continuity Plan for Health IT Systems
- › 2.5 Implementing Leadership Strategies for Effective Change Management
- › 2.6 Evaluating and Improving Business Continuity Practices in Health IT

**• 3 Communication Skills for Health IT Leaders — 6 classes**

- › 3.1 Assess Your Communication Style as a Health IT Leader
- › 3.2 Master Active Listening Techniques in Health IT Settings
- › 3.3 Enhance Clarity in Technical Communication with Stakeholders
- › 3.4 Utilize Nonverbal Cues to Strengthen Health IT Leadership
- › 3.5 Navigate Difficult Conversations in Health IT Teams
- › 3.6 Create Effective Communication Plans for IT Crisis Management

**• 4 Change Management in Health IT Environments — 6 classes**

- › 4.1 Analyze the Need for Change in Health IT Systems
- › 4.2 Identify Stakeholders and Their Roles in Change Management
- › 4.3 Develop a Change Management Strategy for Health IT
- › 4.4 Implement Change: Tools and Techniques for Health IT Environments
- › 4.5 Communicate Change Effectively to Health IT Teams
- › 4.6 Evaluate and Adapt Change Management Processes in Health IT

**• 5 Performance Evaluation and Continuous Improvement in Health IT Leadership — 6 classes**

- › 5.1 Assess Performance Metrics for Health IT Leadership
- › 5.2 Identify Key Areas for Improvement in IT Operations
- › 5.3 Develop Action Plans for Performance Enhancement
- › 5.4 Implement Feedback Mechanisms for Continuous Improvement
- › 5.5 Analyze Case Studies of Effective Leadership in Health IT
- › 5.6 Create a Continuous Improvement Culture within IT Teams

**• 1 Foundations of Risk Management in Health IT — 6 classes**

- › 1.1 Define Key Concepts in Health IT Risk Management
- › 1.2 Identify Common Risks in Health IT Systems
- › 1.3 Analyze the Impact of Risks on Health IT Operations
- › 1.4 Evaluate Current Risk Management Frameworks in Healthcare
- › 1.5 Develop a Risk Assessment Process for Health IT
- › 1.6 Create a Risk Mitigation Plan for Health IT Systems

**• 2 Identifying Risks in Health IT Systems — 6 classes**

- › 2.1 Define and Categorize Risks in Health IT Systems
- › 2.2 Analyze Common Threats to Health IT Systems
- › 2.3 Assess Vulnerabilities in Health IT Infrastructure
- › 2.4 Evaluate the Impact of Identified Risks
- › 2.5 Prioritize Risks for Effective Management
- › 2.6 Formulate Strategies for Risk Mitigation in Health IT

**• 3 Assessing and Analyzing Health IT Risks — 6 classes**

- › 3.1 Identify Key Health IT Assets and Their Risks
- › 3.2 Conduct a Comprehensive Risk Assessment in Health IT
- › 3.3 Analyze Vulnerabilities in Health IT Systems
- › 3.4 Evaluate the Impact of Risks on Health IT Operations
- › 3.5 Develop Risk Mitigation Strategies for Health IT
- › 3.6 Communicate Risk Findings to Stakeholders Effectively

**• 4 Developing Mitigation Strategies for Health IT Risks — 6 classes**

- › 4.1 Identify Critical Health IT Systems for Risk Assessment
- › 4.2 Analyze Potential Risks Impacting Health IT Operations
- › 4.3 Evaluate Existing Mitigation Strategies in Health IT
- › 4.4 Develop Comprehensive Mitigation Plans for Identified Risks
- › 4.5 Implement Mitigation Strategies in Health IT Environments
- › 4.6 Monitor and Review Effectiveness of Mitigation Strategies

**• 5 Monitoring and Reviewing Health IT Risk Management Practices — 6 classes**

- › 5.1 Identify Key Health IT Risk Management Practices
- › 5.2 Analyze Current Health IT Risk Management Frameworks
- › 5.3 Establish Criteria for Monitoring Health IT Risks
- › 5.4 Implement Tools for Tracking Health IT Risk Management
- › 5.5 Review and Evaluate Effectiveness of Health IT Risk Strategies
- › 5.6 Develop Action Plans for Continuous Improvement in Health IT Risk Management

**• 1 Understanding ISO 22301: Framework for Business Continuity in Health IT** — 6 classes

- › 1.1 Identify the Key Principles of ISO 22301
- › 1.2 Analyze the Importance of Business Continuity in Health IT
- › 1.3 Explore the Structure of ISO 22301 Framework
- › 1.4 Evaluate Risk Management Strategies for Health IT Systems
- › 1.5 Develop Emergency Response Plans Based on ISO 22301
- › 1.6 Implement Continuous Improvement Processes in Business Continuity Planning

**• 2 Risk Assessment and Business Impact Analysis in Health IT Contexts** — 6 classes

- › 2.1 Identify Key Risks in Health IT Systems
- › 2.2 Analyze Vulnerabilities in Health IT Infrastructure
- › 2.3 Evaluate Potential Threats to Healthcare Operations
- › 2.4 Conduct a Comprehensive Business Impact Analysis
- › 2.5 Prioritize Risks Based on Impact and Likelihood
- › 2.6 Develop Mitigation Strategies for Identified Risks

**• 3 Developing a Strategic Business Continuity Plan for Health IT Systems** — 6 classes

- › 3.1 Assess Current Health IT Systems for Business Continuity Risks
- › 3.2 Identify Critical Functions and Stakeholders in Health IT
- › 3.3 Develop Response Strategies for Potential Disruptions
- › 3.4 Create a Communication Plan for Stakeholders During Crises
- › 3.5 Establish Testing and Training Protocols for the Business Continuity Plan
- › 3.6 Review and Update the Strategic Business Continuity Plan Regularly

**• 4 Testing, Exercising, and Maintenance of Business Continuity Plans** — 6 classes

- › 4.1 Identify Key Components of Business Continuity Plans
- › 4.2 Develop Effective Testing Strategies for Continuity Plans
- › 4.3 Implement Simulation Exercises for Business Continuity Scenarios
- › 4.4 Evaluate and Analyze Exercise Outcomes for Continuous Improvement
- › 4.5 Establish a Maintenance Schedule for Business Continuity Plans
- › 4.6 Foster a Culture of Resilience Through Ongoing Training and Awareness

**• 5 Leadership and Communication in Health IT Business Continuity Initiatives** — 6 classes

- › 5.1 Define Leadership Roles in Health IT Business Continuity
- › 5.2 Identify Key Communication Strategies for Health IT Initiatives
- › 5.3 Develop a Stakeholder Engagement Plan for Business Continuity
- › 5.4 Assess Risks and Vulnerabilities in Health IT Systems
- › 5.5 Create Effective Continuity Messaging for Leadership
- › 5.6 Evaluate the Impact of Leadership Communication on Continuity Success