



Recommended Training Checklist and Declaration

Before using the My Health Record system, you are obliged to undertake training in relation to using the My Health Record system and the consequences of breaching those obligations. It is recommended that My Health Record training includes the below topics (1-8).

Recommended Training Checklist

- 1. [View a My Health Record](#)
- 2. [Upload clinical information](#)
- 3. [Understand when you can view and upload information](#)
- 4. [Appropriate and lawful use of the Emergency Access \('break glass'\) function](#)
- 5. [Participation obligations](#)
- 6. [Penalties for misuse](#)
- 7. [Data breaches, and how to manage them](#)
- 8. [Clinical incidents, and how to report them](#)

Available
from your
Responsible
Officer

Declaration

- I have understood the information within the above web pages (1-8)
- I have understood my organisation's My Health Record Security & Access Policy

First Name: _____

Designation: _____

Signature: _____

Surname: _____

Date: _____

Training resources

- [eLearning modules](#)
- [On Demand Training](#) (Training environment)
- [How to support patients' use of My Health Record](#)
- [Clinical software summary sheets](#)

You can also check your software and professional body's websites for My Health Record training resources.

Healthcare organisations may be required to provide evidence of how they comply with these obligations. This checklist is not exhaustive and covers a selection of obligations from the My Health Records [Act](#) and [Rule](#). It is recommended that training is provided to staff on a regular and ongoing basis. Please source the updated version from the My Health Record [website](#). To access the digital version of this document as well as other resources, go to myhealthrecord.gov.au and search for 'Recommended Training Checklist'.

For assistance, contact the Help Centre on 1300 901 001 / help@digitalhealth.gov.au