Business Continuity for Healthcare (HCLE 2000)

Track: Healthcare Continuity
Course Title: Business Continuity for Healthcare
Course ID: HCLE 2000
Relevant Certifications (requires additional step): AHPCP, CHPCP
Duration: 4 Days (Four full days of instruction 8:30 a.m. – 5:00 p.m.; Examination online at your leisure)
32 Continuing Education Activity Points (CEAPs) may be awarded toward recertification if applicable
Examination: Healthcare Examination
The cost of this course includes both the course and the exam.
Cost: $2,850.00

<u>Description</u>

Protect service delivery. Safeguard records. Maintain compliance.
HCLE 2000 provides you with takeaway tools that will help you build or refine your healthcare continuity program.

Whether it's protecting patient information, responding to cyber terrorism, planning for the next epidemic, or preparing for unexpected emergencies, business continuity is a must have for healthcare entities, and taking the brand new version of DRI's healthcare continuity course, Healthcare Continuity (HCLE 2000) is the perfect place to start.

Instruction provided in this course enables you to build a continuity program based on the most up to the minute information and the most utilized and time tested standard in the field because the DRI International Professional Practices for Business Continuity Management are just that. Newly revamped and long the leading standard in our profession by a mile, the Professional Practices are the foundation upon which this four day, in depth, hands on course is built. Along with the Professional Practices, you will learn business continuity best practices for the healthcare field, with a curriculum that reflects the NFPA 1600, Joint Commission, HIPAA, and other vital laws, regulations, and standards.

Instruction includes all ten Professional Practices detailed below, including new and expanded coverage of cloud computing, cyber threats, supply chain, risk transfer, insurance considerations, legal and regulatory requirements, and manufacturing processes, as well as more traditional topics such as evaluating risks, gaining leadership buy in, crisis communications, and program audit. An experienced instructor using real world examples and interactive workshop exercises will walk you through the key elements of business continuity management for healthcare entities, making this the perfect course for those who are relatively new to the profession and want a thorough, leave no stone unturned educational experience.

The participatory nature of the course immerses you in the learning process, enables you to learn by doing, and ensures that you leave having outlined a firm foundation for your program that is specific to your entity. Additionally, the course as well as the revamped supporting material provided to every

student is designed to give you all the tools you need to pass the Healthcare Examination and continue on the path toward becoming a DRI Certified Healthcare Provider Continuity Professional (CHPCP) or Associate Healthcare Provider Continuity Professional (AHPCP).

<u>Objective</u>

1. Define acronyms and terminology in the business continuity industry

2. Recognize the business continuity planning stages and requirements of the Professional Practices for Business Continuity Management as they relate to a healthcare setting

3. Recall the roles for disaster recovery and emergency management professionals as related to the healthcare industry

4. Identify and explain trends in the business continuity field as they apply to a healthcare setting

5. Design effective business continuity/disaster recovery efforts for case studies through the application of knowledge gained in this class

6. Identify the disaster recovery regulations and standards specific to the healthcare industry

7. Prepare for the Healthcare Examination which requires a minimum passing grade of 75%

<u>Outline</u>

Lesson 1: Program Initiation and Management

- Establish the need for a business continuity program
- Obtain support and funding for the business continuity program
- Coordinate and manage the implementation of the business continuity program throughout the entity

Lesson 2: Risk Assessment

- Identify risks that can adversely affect an entity's resources or image
- Assess risks to determine the potential impacts to the entity, enabling the entity to determine the most effective use of resources to reduce these potential impacts

Lesson 3: Business Impact Analysis

- Identify and prioritize the entity's functions and processes in order to ascertain which ones will have the greatest impact should they not be available
- Assess the resources required to support the business impact analysis process
- Analyze the findings to ascertain any gaps between the entity's requirements and its ability to deliver those requirements

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Lesson 4: Developing Business Continuity Strategies

- Develop a program that effectively integrates business continuity, emergency operations and disaster recovery requirements
- Identify regulatory requirements
- Align strategies that comply with regulatory requirements
- Apply the business impact analysis (BIA) and risk evaluation to develop effective business continuity strategies
- Apply your knowledge to successfully complete the classroom exercise at the end of this lesson

Lesson 5: Incident Response

- Develop and assist with the implementation of an incident management system that defines organizational roles, lines of authority and succession of authority
- Define requirements to develop and implement the entity's incident response plan
- Ensure that incident response is coordinated with outside organizations in a timely and effective manner when appropriate

Lesson 6: Business Continuity Plan Development and Implementation

- Identify the business continuity plan requirements
- Recognize the requirements necessary to design, develop and publish the business continuity plan
- Apply your knowledge to successfully complete the classroom exercise at the end of this lesson

Lesson 7: Awareness and Training Programs

- Establish and maintain training and awareness programs that result in personnel being able to respond to incidents in a calm and efficient manner.

Lesson 8: Plan Exercise, Assessment, and Maintenance

- Establish and maintain training and awareness programs that result in personnel being able to respond to incidents in a calm and efficient manner.

Lesson 9: Crisis Communications

- Provide a framework for developing a crisis communications plan
- Ensure that the crisis communications plan will provide for timely, effective communication with internal and external parties

Lesson 10: Coordination with External Agencies

- Provide a framework for developing a crisis communications plan
- Ensure that the crisis communications plan will provide for timely, effective communication with internal and external parties

Lesson 11: Healthcare Examination Review

- Review the important concepts from each lesson
- Prepare for the Healthcare Examination

For in-person courses:

This course will be held in-person and the exam will be online, at leisure. A computer is required for this course in order for you to take the exam. The system requirements will be sent to you via email together with information about how to access the course materials prior to the start of the course.

For courses held online:

All online courses are held via Zoom and a computer is required for this course. The system requirements will be sent to you via email together with information about how to access the course materials prior to the start of the course. You will also be provided with instructions for how to take the exam online, at leisure following the course.

For international courses:

This course is being hosted by a DRI International partner. To register, you will be asked to provide your contact information and we will put you in touch with the local team for details.

For courses held pre-conference:

This course is being held in-person prior to the DRI Annual Conference at or near the conference venue. You can then attend the conference immediately following your course with an additional registration (separate fee applies).

Career Track:
Educate. Certify. Connect.

| **Healthcare Continuity** Protect service delivery, safeguard records, maintain compliance. | Business Continuity for Healthcare (HCLE 2000) Business Continuity for Healthcare Review (HCP 501) | AHPCP CHPCP |

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