

Job Description

Post Title	Head of Information Governance
Band	8A
Directorate	Corporate Affairs
Location/Base	Heartlands Hospital
Responsible to	Head of Risk and Compliance
Accountable to	Director of Corporate Affairs

Job Summary/Purpose

The Head of Information Governance is responsible bringing together Information Governance Management, Confidentiality and Data Protection Assurance, Information Security Assurance, Clinical Information Assurance, Secondary Use Assurance and Corporate Information Assurance into a comprehensive work programme.

The key objectives for the post holder are to continue to integrate and implement the Trust's Information Governance Strategy across the Trust and to continuously raise levels of knowledge and awareness of information governance across all staff as an important contributor towards safe and high quality patient care.

The Head of Information Governance is responsible for line managing the Information Governance Officer(s)

Main Duties & Responsibilities

Heading	Duty / Responsibility
General Duties	<ul style="list-style-type: none"> • Establish, monitor and develop procedures to ensure that the Trust complies with all relevant legal, constitutional and regulatory requirements including, in particular, the Data Protection Act 1998, Freedom of Information Act 2000, Health & Social Care Act 2012, CQC and Health and Social Care Information Centre (HSCIC) regulations. • Implement the Trust's Information Governance Strategy, framework and policies in accordance with legislation, national guidance and standards. • Evaluating and interpreting complex national policy and legislation relating to Information Governance, Data Protection and Freedom of Information, and putting this into operational practice • Ensure that all requests for information are appropriately managed in line with legislation • Assess the Trust's position against the Health and Social Care Information Centre (HSCIC) NHS Information Governance Toolkit ensuring appropriate and robust evidence is place for each requirement. • Oversee the coordination and administration of the Information Governance Group and act as Deputy Chair in the absence of the Chair • Provide IG reports for external bodies such as CQC, Monitor and CCGs • Represent the Trust at regional and national meetings • Establish appropriate Information Governance performance measurement criteria, to monitor achievement of improvement plans and report findings to the Information Governance Committee.

	<ul style="list-style-type: none"> • Reporting IG progress and issues to the Audit Committee and Chief Executives Group when required. • Ensure the recommendations from the Caldicott 2 Review are fully implemented throughout the Trust. • Support the Caldicott Guardian and make recommendations / advise on requests for information sharing • Act as the Data Protection Officer for the Trust • Monitor and update the Caldicott Log ensuring regular reporting to the Information Governance Group. • Ensure a robust Information Governance review is undertaken for all requests for information sharing ensuring that contracts, Information Sharing Protocols / Agreements are in place and meeting IG requirements • Ensure requests for information under the Data Protection Act 1998, Freedom of Information Act 2000, Access to Health Records are appropriately responded to within statutory timescales. • Liaise directly with the Information Commissioner's Office on appeals, complaints and reviews submitted to them by members of the public • Ensure the Trust's Publication Scheme is up to date and includes all categories of information required in line with the Information Commissioner's Office guidance. • Ensure that there is effective audit of the Trust's Information Governance Toolkit scores prior to submission. • Monitor and audit Trust information processes and information flows to identify potential gaps or weaknesses and ensure that any such gaps are addressed through implementation of effective action plans.
Management	<ul style="list-style-type: none"> • Responsible for the line management of all staff with the Information Governance Team to include appraisals; sickness absence; disciplinary and grievance matters; recruitment and selection decisions; personal and career development; departmental workload and allocation for Information Governance team staff • To work independently, seeking advice and guidance from the Head of Risk and Compliance as and when required. • Deputise for the Head of Risk and compliance as required, on issues at corporate, local and regional levels.
Policy Development	<ul style="list-style-type: none"> • To lead the development of trust wide IG documentation, to include, policies, procedural manuals, promotional and training materials. • To lead an effective Information Governance audit work programmes takes place, working with key leads to ensure that action plans are implemented and completed.
Communication	<ul style="list-style-type: none"> • To lead the development and delivery of specific Information Governance training programmes for all staff across the Trust. • To work closely with key staff in order to raise awareness of the Information Governance agenda and to make recommendations for change in working practices that will enable the Trust to be compliant with the national standards. • Provide and receive complex information governance details and scenarios and provide advice/guidance utilising persuasion and negotiation skills. • To work closely with all staff on the development of action plans to ensure on going compliance and improvement to the delivery of Information Governance standards. • To support Information Asset Owners and Trust wide IG leads to ensure compliance with the IG toolkit standards. • To carry out research of relevant information, guidance and best practice to staff across the Trust. This will include literature and internet searches

	<p>and liaising with organisations such as the Department of Health Digital Policy Unit, and the Information Commissioner.</p> <ul style="list-style-type: none"> • To lead the production of the Information Governance Annual Report to the Trust Board (and other reports as required). • To contribute to the Trust's Information Governance sections on the Shared Drive, Intranet and public website.
Personal and People Development	<ul style="list-style-type: none"> • To ensure that any expertise is gained and maintained in various IG specialist areas. • To participate and undertake the Trusts appraisal process including progressing actions and recording discussion etc.
Service Improvement	<ul style="list-style-type: none"> • To lead the on-going development and implementation of the Information Governance Strategy and Policy and supporting guidance to promote best practice as defined by the NHS Information Governance Toolkit. • To ensure the delivery of the IG Toolkit agenda by identifying and highlighting changes/developments that are required by the Trust.

GENERAL INFORMATION:

TRUST VISION AND VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. The post holder will be required to uphold and promote the Trusts vision and values in undertaking the requirements of the role.

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of the Trust. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY

No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly,

the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patient's experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

Name of Post Holder:

Signature of Post Holder: **Date:**

Name of Manager:

Post Title of Manager:

Signature of Manager:..... **Date:**