

JOB DESCRIPTION

JOB TITLE: Information Governance Lead

PAY BAND: 8a

DEPARTMENT/DIVISION: Information Governance

BASED AT: Queen Elizabeth Hospital and Heartlands Hospital

REPORTS TO: Deputy Foundation Secretary (DPO)

PROFESSIONALLY RESPONSIBLE TO: Director of Corporate Affairs

LAST UPDATED: June 2019

JOB PURPOSE:

The role of the Information Governance Lead is to act as the expert in the field of Information Governance. The post holder will lead on, develop and manage the Information Governance agenda for the Trust. This involves the ongoing review and development of the Trust's Information Governance Strategy, ensuring that any action plans, policies and procedures are fully implemented.

The post holder will lead on Data Protection, Caldicott, confidentiality, Information legislation requests (FOI, EIR, SAR, police or other public bodies).

The post holder will provide specialised knowledge and expert advice across all aspects of information governance, to patients, members of the public and staff of all levels in the organisation. The nature of the role demands that highly complex and contentious, statutory and regulatory requirements are implemented across the Trust and understood by all staff members.

The post holder will be responsible for leading and managing the IG team, manage performance issues within the team and monitor the quality of the service to maximise the effectiveness of the available resources.

KEY WORKING RELATIONSHIPS:

Internal:

Caldicott Guardian
Director of Corporate Affairs (SIRO)

Deputy Foundation Secretary (Data Protection Officer)
Governance
IT/IT Security
Health Informatics
Medical Records
HR
Patient Experience
Research and Development
Divisional Directors
Nursing and medical staff
Procurement
HR

External:

Patients, members of the public, other NHS/government organisations

MAIN DUTIES & RESPONSIBILITIES:

- To act as the lead for Information Governance, providing expert advice to the Senior Information Risk Owner (SIRO), Caldicott Guardian and other members of the Executive team.
- To ensure the Trust complies with all relevant legislation in relation to information governance, including the General Data Protection Regulation (EC 2016/679) and Data Protection Act 2018 (in the following referred to as 'Data Protection Legislation'), Access to Health Records Act 1990, Freedom of Information (FOI) Act 2000, Environmental Information Regulation, common law duty of confidentiality, Caldicott recommendations, Access to Health Records Act 1990, National Information Security Directive, Record Management Codes of Practice and all other guidance and best practice published by the Department of Health and Social Care, NHS Digital, Information Commissioner's Office.
- To ensure Data Privacy Impact Assessments are carried out in line with Trust policy and monitor progression of all associated action plans and audits.
- To establish and maintain a programme of confidentiality audits. To provide advice and take action, where necessary in response to audit findings and recommendations in respect of Information Governance.
- To be responsible for drafting and managing of all data processing/sharing agreements between the Trust and other organisations.

- To implement the overarching Trust Information Governance Strategy and Framework in support of statutory and regulatory requirements (e.g. Data Security and Protection (DSP) Toolkit).
- To act as the lead for information requests under current Data Protection Legislation and the Freedom of Information Act/Environmental Information Regulations, ensuring that requests are dealt with in accordance with legislation and within agreed timescales.
- To ensure the Trust has a compliant FOI Publication scheme which is up to date and includes all categories of information as required under the ICO guidance document.
- To carry out training needs analysis, develop and raise awareness of the importance of Information Governance throughout the Trust and ensure appropriate information governance training is delivered to all staff within the Trust as part of the mandatory training programme, corporate induction, and other induction programmes as may be agreed.
- To lead on the development, implementation and delivery of Information Governance training across the Trust, including without limitation corporate Trust induction, junior doctor induction, trust wide training sessions, volunteer induction and department specific training sessions.
- To maintain a comprehensive suite of policies and procedures to ensure the Trust has a comprehensive Information Governance framework, monitor progress against overall IG plans and targets and report progress to the IGG or any other sub-group as may be required.
- To ensure the Trust has an accurate, complete and maintained data protection registration with the Information Commissioner's Office.
- To coordinate the management of and be responsible for the annual submission of the DSPT to NHS Digital, ensuring the final assessment is completed and submitted by the appropriate deadline.
- To lead on and monitor the DSPT action plan to ensure there is an evidence base for audit purposes by collating evidence for each DSPT standard.
- To maintain the annual cycle for the Information Governance Group (IGG), Information Governance Assurance Group (IGAG), Information Asset Owner Group (IAOG), Information Security and Advisory Group (ISAG), Secondary Usage Group (SUAG) and any other group as may be required. To act as chair for these sub-groups, where required, save for the Information

Governance Group which shall be chaired by the Senior Information Risk Owner or his designated deputy.

- To support the Deputy Foundation Secretary in providing assurance to the Trust Board on Information Governance issues, including the Annual Governance Statement, the DSP Toolkit submission and Well-led review.
- To ensure appropriate risk assessments are conducted in relation to personally identifiable information held by Trust suppliers and seek advice from the Trust's IT security team in relation to cyber security and general IT security risks.
- To establish and maintain an evaluation process for the responses to the Trust's IG Due Diligence Questionnaire in conjunction with the procurement compliance lead.
- To develop, maintain and publicise appropriate fair processing notices for all staff, patients, users and members to meet the Trust's legal compliance.
- To maintain the new incident reporting regime established under the General Data Protection Regulations 2016, the Network and Information System (NIS) Directive and the DSP Toolkit.
- To ensure the Trust has a well maintained information asset register, with assets being risk assessed and asset owners being trained appropriately for their role. To ensure appropriate action is taken where compliance issues are flagged,
- To design and oversee the Trust's Data Mapping exercise, ensuring appropriate tools are developed and utilised and results are reported to the appropriate Groups/Committees.
- To design/procure and maintain a new Trust wide system allowing linkage between the data mapping, privacy impact assessments, information asset register and data processing/sharing agreements.
- To provide expert advice to the Trust's Caldicott Guardian on all legislative and policy matters relating to confidentiality, privacy and security of patient information.
- To promote good practice for Information Governance, providing advice and guidance on information governance issues and standards to all staff and raise awareness of Information Governance issues throughout the Trust.

- To communicate effectively at all levels and produce concise user friendly written documentation.
- To keep up to date on legislation relevant to information Governance and ensure that the necessary changes to Trust policies and procedures are proactively addressed.
- To work with managers, heads of service and directors of operations to identify any new working practices required and to support the change programme to implement these.
- To be responsible for the 'day to day' line management of the Information Governance Managers, agreeing their work program, monitoring their progress against agreed timescales and ensuring that the post holder discharges their responsibilities effectively.
- To conduct annual appraisals, providing support, guidance and personal development as required. Coach staff in their personal development plans, and delivery against the Key Skills Framework standards.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

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. Our vision is simple; **building healthier lives**. Our values apply to every member of staff. They are working in partnership with others to provide safe, appropriate care and improve outcomes (**Collaborative**); being transparent in all that we do, communicating openly, inclusively and with integrity (**Honest**); taking personal and collective responsibility for the way in which we deliver care (**Accountable**); being responsive, creative and flexible, always looking for ways to do things better (**Innovative**); treating everyone with compassion, dignity and professionalism (**Respectful**).

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. 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*

University Hospitals Birmingham is striving towards being an equal opportunities employer. 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.

In all Directors Job Descriptions (delete as appropriate)

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination or harassment by others.

As a Director the post-holder will be responsible for promoting diversity and equality of opportunity across all the areas of University Hospitals Birmingham, both in service delivery and as an employer, and for ensuring that staff under his/her control are aware of their equal opportunities responsibilities and their performance in this area is included in appropriate appraisal system.

In all Managers and Supervisors Job Descriptions (delete as appropriate)

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does 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.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her control are aware of their equal opportunities responsibilities.

In all other Staffs Job Descriptions (delete as appropriate)

University Hospitals Birmingham 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.

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

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 patients 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.

*** Please delete the appropriate Equal Opportunities statement and Health and Safety statement dependent upon the level of the job description being compiled.**

Name of Post Holder:

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Signature of Post Holder: Date:

Name of Manager:
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Post Title of Manager:
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Signature of Manager..... Date: