

# NHS Derby City

## Information Management and Technology Strategy

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## **NHS Derby City Information Management & Technology Strategy**

### **1. Introduction and Purpose**

The aim of the Information Management and Technology (IM&T) strategy is to support NHS Derby City in the delivery of products and process to meet National and Local agenda for IM&T in order to achieve the delivery of world class commissioning of services. This is a three year programme that is subject to annual review.

### **2. Organisational Accountability**

It is the role of the NHS Derby City Board to define the organisational policy in respect of IM&T. The Board is also responsible for ensuring that sufficient resources are provided to support the requirements of the policy.

The Chief Executive (as Accountable Officer for the organisation) has overall accountability and responsibility for IM&T and is required to provide assurance through the Statement of Internal Control that all risks to the PCT, including those relating to IM&T, are effectively managed and mitigated.

Operational responsibility for IM&T will be discharged by the nominated Executive Director (the Director of Performance and Knowledge Management). The organisation will develop effective and appropriate mechanisms to deliver and monitor compliance against NHS and statutory requirements.

### **3. Intended Users and Scope of the Policy**

This policy covers all IM&T assets within the organisation, including (but not limited to):

- Clinical Systems
- PCs and Laptop
- Other Hardware
- Software

- Infrastructure

This policy applies to all members of staff including temporary staff.

## **4 Full Details of Policy**

### **4.1 Executive Summary**

The aims of the Information Strategy are to align our Information, Knowledge Management, Infrastructure and products to meet the National and Local agenda in the commissioning of world class services.

We aim to meet these new challenges by aligning the strategy with the service needs of the organisation; therefore being service led not IT led.

The three main strategic aims of the organisation are:

- To improve the health and achieve equality of outcome for the population of Derby.
- To continuously improve the services commissioned by the Primary Care Trust on behalf of the people of Derby.
- To actively engage the people of Derby to secure their trust and give them confidence in their public sector organisations.

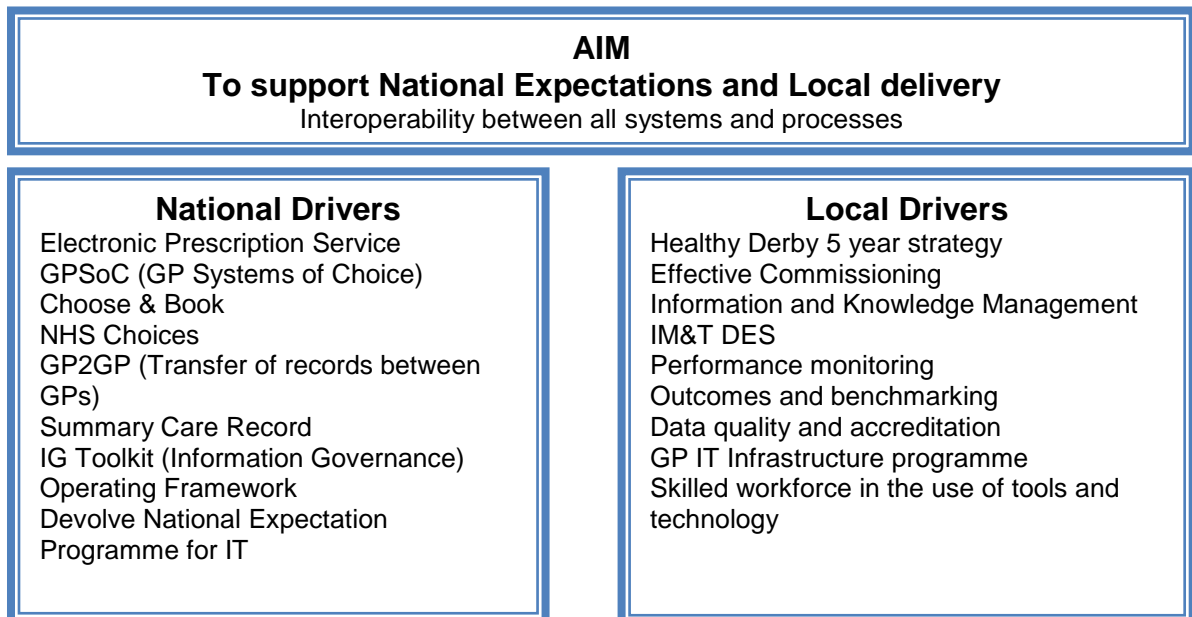
### **4.2 Strategic Vision**

A set of national informatics expectations for 2009/2010 is referred to in the NHS Operating Framework. These National Expectations are shown in the diagram below. NHS Derby City has produced a local informatics plan that meets national expectations and exploits the solutions available under NPfIT contracts.

We will work with the national teams and NHS East Midlands in the delivery of the national agenda. We aim to map the local agenda where possible to existing initiatives to gain additional benefits. Where this is not possible, we aim to evaluate and procure additional products and services.



The diagram below shows in more detail both the National Drivers and the Local Drivers.



### **4.3 Strategic Aims of the IM&T Strategy**

The three aims of the IM&T Strategy are to:

- Support the delivery of services to patients to enable information to be shared in a timely, effective, safe and secure manner meeting statutory requirements and public expectations.
- Improve clinical quality and service delivery by consistently achieving a consistent high level of data quality across information systems
- Support staff through learning and knowledge management so that they are able to use tools and technology effectively as an integral part of effective service delivery.

### **4.4 Programme Governance**

#### **Document and Records Management**

The PCT is committed to continuing to improve its processes for document and records management (for both corporate and provider services) in order to improve efficiency and maintain compliance with NHS and statutory requirements.

It is recognised that the use of suitable software applications, adherence to quality standards, combined with suitable training for all staff, are key components in achieving this goal. This will be achieved through specific work streams contained in the annual Information Governance Improvement Plan.

#### **Information Governance**

Information Governance is recognised by the organisation as a key component of integrated governance, risk management, performance monitoring and clinical quality. The PCT recognises that the quality and security of data has a significant role in providing assurance to the population of the PCT that information (especially person identifiable data) is managed competently and held securely by commissioning organisations and service providers. The PCT will undertake Information Governance assessments (including Privacy assessments) as part of the planning process for delivery of IM&T programmes and projects.

The organisation has recently reviewed its Information Governance structures and mechanisms (including risk identification and assessment) as part of the reforms to the Performance and Knowledge Management Directorate. These reforms reflect the organisational commitment to meeting best practice

requirements including achieving compliance with ISO 27001 for information security. The PCT will actively promote and monitor the achievement of Information Governance compliance requirements of its commissioned service providers.

The PCT seeks to continuously improve its compliance with NHS requirements through the achievement of the annual Information Governance Improvement Plan, achieving and maintaining an overall green rating in the Information Governance Toolkit assessments.

### **Data Quality**

The PCT recognises the importance of data quality in the commissioning and delivery of services within the organisation and its service providers. We will pursue and achieve high standards of data quality in the PCT by the active implementation and compliance monitoring of the organisation's Data Quality policy. The PCT will also invest in systems to evaluate and maintain high standards of quality in the data and information provided by internal and external organisations and service providers.

### **4.5 Investment Profile**

The PCT will invest in technology, products and processes to meet the needs of the organisation. Investment will also be made to support the organisation knowledge management and training needs in the use and interpretation of Information.

### **4.6 Risk**

The process for the identification, assessment, reporting and mitigating of risks relating to IM&T programmes, assets, and data security will be led by the Senior Information Risk Owner (SIRO) as part of the PCT's Risk Management Strategy and Policy. Identified risks will be evaluated, logged on the Directorate and Corporate Risk Registers, and regular reports provided to the Integrated Risk Committee and Trust Board. Organisational risk management mechanisms are subjected to regular independent scrutiny by Internal and External Audit.

## **5. Summary of Policy Development Process**

The IM&T Strategy was devised by reviewing earlier versions of the policy, and updated utilising the latest available NHS guidance. Also, the policy has been discussed with key stakeholders such as DHIS and the Health Community. The draft policy was then circulated and the policy was taken to the Information Governance group meeting where the Information Governance Lead was involved in the discussion.

## **6. Review and Revision Arrangements**

This policy and strategy will be subject to annual review by the IM&T Strategy Group and ratified by the Information Governance Group. The policy format will conform to organisational standards and requirements.

## **7. Related Policies**

The organisation will continue to develop and refine the policies supporting the delivery of the IM&T Strategy agenda. These policies will be reviewed on a regular basis and amended if required by the IM&T Strategy Group.

Derby City PCT will follow the Department of Health Informatics Planning 2009/2010 document produced by NHS Connecting for Health.

All policies will be approved and ratified by the Information Governance Group using delegated authority from NHS Derby City Board.

## **8. Dissemination and implementation**

The approved version of the policy will be published on the organisation intranet and public facing website. Printed copies will be made available on request. The organisation will endeavour to provide copies of the policy in different languages or formats on request.

NHS Derby City will promote staff understanding of, and compliance with its policies by appropriate training and awareness raising.

## **9. Equality and Diversity**

This policy has successfully completed the EIRA process in August 2009.