

Information Governance Officer

Job description

Date: July 2014

Context

Barts Health NHS Trust is one of Britain's leading healthcare providers and the largest trust in the NHS. It was created on 1 April 2012 by bringing together three trusts: Barts and The London NHS Trust, Newham University Hospital NHS Trust and Whipps Cross University Hospital NHS Trust. The new trust has a turnover of approximately £1.1 billion and approximately 15,000 employees.

Together our hospitals - Newham University Hospital in Plaistow, St Bartholomew's (Barts) in the City, The Royal London in Whitechapel, The London Chest in Bethnal Green and Whipps Cross in Leytonstone - deliver high quality clinical care to the people of east London and further afield.

The hospitals offer a full portfolio of services that serve the needs of the local community, and are home to some of Britain's leading specialist centres including cancer, cardiac, trauma and emergency care. Barts Health also has one of the UK's busiest children's hospitals and internationally renowned surgical facilities.

Our vision is to create a world-class health organisation that builds on strong relations with our partners and the communities we serve – one dedicated to ending the historic health inequalities in east London. We will build an international reputation for excellence in patient care, research and education. And as members of UCL Partners, the largest academic health sciences system in the world, we will ensure that our patients are some of the first in the country to benefit from the latest drugs and treatments.

We are looking for the best talent to lead our ambitious new healthcare organisation. In return, the Barts Health will provide unsurpassed professional development opportunities, enabling investment in a range of new initiatives that would mean:

- doctors and nurses in training will be able to gain experience in different hospitals along the whole patient pathway;
- there would be greater opportunity for career progression – we could retain good staff who might otherwise leave to gain promotion;
- becoming world-class will enable us to recruit some of the best doctors and researchers in the world – who can share their knowledge and experience;
- joining forces with other partners in an Academic Health Science System will mean that staff would be better able to secure funds and pool their talents to develop new technology, techniques and treatments.

Job description

Job title:	Information Governance Officer
Clinical academic group:	
Board/corporate function:	Corporate Affairs
Salary band:	5
Responsible to:	Deputy Information Governance Manager
Accountable to:	Information Governance Manager
Hours per week:	37.5 hours
Location:	Royal London but expected to work between all sites.
Budgetary responsibility:	n/a

Aim of the role

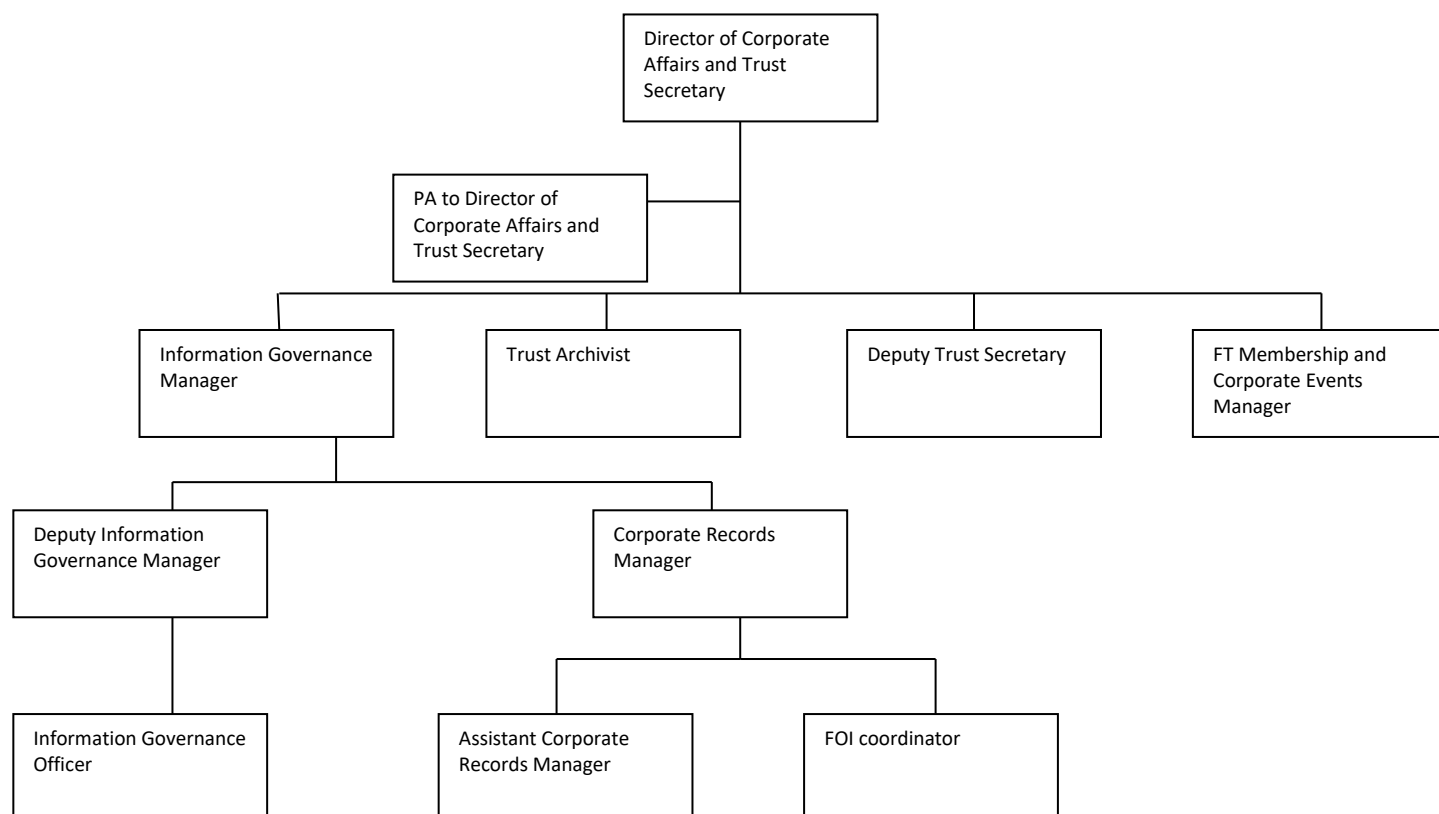
The role is responsible for supporting the Information Governance Manager and Deputy Information Governance Manager in delivery of the Trust's information governance work programme, including the delivery of mandatory training.

Key working relationships

The Information Governance Officer reports to the Deputy Information Governance Manager.

Other key working relationships include:

Director of Corporate Affairs and Trust Secretary, Trust Offices, Corporate Records team, Health Records team, Human Resources department, Informatics team, Education and Training team, Clinical Academic Group Governance leads, Information Asset Owners and Administrators Information Governance Managers/leads in other NHS organisations.



Key result areas

1. Supporting the Information Governance Manager and Deputy Information Governance Manager in delivering the Trust's annual information governance work programme to achieve compliance with and improvements against the Information Governance Toolkit standards.
2. Working closely with the Deputy Information Governance Manager in delivering an effective programme of information governance mandatory training and awareness raising for all Trust staff.
3. Providing effective and timely advice to Trust staff on all aspects of information governance.
4. Providing effective administrative support to the Information Governance team.

Main duties and responsibilities

1. Act as the first point of contact for information governance enquiries, some of which will be of a confidential nature, referring callers onward where appropriate.
2. Assist the Information Governance Manager with collation of evidence for the submission of the Information Governance Toolkit.
3. Log information governance and Caldicott enquiries and keep the team's knowledge

management database up to date.

4. Assist with information governance audits of clinical and corporate departments to ensure compliance with information governance standards.
5. Manage and update the information governance staff intranet pages.
6. Promote and raise staff awareness of information governance by working with the Deputy Information Governance Manager and other team members to plan, organise and deliver training programmes to staff at all levels of the organisation. This will include staff induction, mandatory training – including face to face and e-learning – and ad hoc training.
7. Book members of staff on information governance training courses and maintain the Information Governance mandatory training database.
8. Maintain information governance promotional materials and publications and ensure adequate stock levels of training materials and maintenance of team equipment.
9. Take minutes of Information Governance Committee meetings.
10. Maintain and update data transfers and mapping databases, including as part of a quarterly review cycle.
11. Work with departmental Information Asset Leads to risk assess the Trust's Information Assets.
12. Attend meetings on behalf of the Information Governance Manager and Deputy Information Governance Manager as required.
13. Contribute to the drafting of policies, procedures and guidance as required.
14. Provide administrative support to the Information Governance team including arranging meetings, ordering stationery and maintaining team records.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

Effort, skills and working conditions

Physical skills	Standard keyboard skills required.
Physical effort	Normal levels of physical effort associated with a predominantly office-based role.
Mental effort	Some periods of concentration required.

Emotional effort	May occasionally need to deal with telephone calls from patients or members of the public who are angry or upset.
Working conditions	The role is mainly undertaken in an office environment and will involve some travelling between sites.

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

Barts Health NHS Trust actively encourage development within the workforce and employees are required to comply with trust mandatory training.

Barts Health's education academy aims to support high quality training to NHS staff through various services. The trust is committed to offering learning and development opportunities for all full-time and part-time employees.

No matter where you start within the NHS, you will have access to extra training and be given every chance to progress within the organisation. You will receive an annual personal review and development plan to support your career progression and you will be encouraged to develop your skills and experience.

Health and safety at work

The postholder has a duty of care and personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in infection prevention and control (IP&C) and be compliant with all measures required by the trust to reduce HCAIs. All post holders must comply with trust infection screening and immunisation policies as well as be familiar with the trust's IP&C policies, including those that apply to their duties, such as hand decontamination, personal protective equipment, aseptic techniques and safe disposal of sharps.

All staff must challenge noncompliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Confidentiality and data protection

All employees are expected to comply with all trust policies and procedures related to confidentiality and data protection and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary).

Conflict of interest

The trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the trust. Staff are not allowed to further their private interests in the course of their NHS duties.

Equality and diversity

The trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

NHS managers' code of conduct

As an NHS manager, you are expected to follow the code of conduct for NHS managers (October 2002).

Budgetary management

If you have responsibility for a budget you are expected to operate within this and under the trust's standing financial instructions (available in the intranet's policies section) at all times.

Barts Health values based leadership

Our leaders ensure a focus on health where patients are at the centre of all we do. They work to create a culture where innovation is promoted and encouraged. They lead by example and demonstrate value based decision making as being integral to the ways of working within the Trust.

Barts Health leaders are role models who demonstrate those attitudes and behaviours which will make us unique. Our leaders are passionate about delivering high quality patient care, take pride in the work that they do to and are committed to the delivering the Barts Health NHS Trust 10 pledges of:

1. Patients will be at the heart of all we do.
2. We will provide consistently high quality health care.
3. We will continuously improve patient safety standards.
4. We will sustain and develop excellence in research, development and innovation.
5. We will sustain and develop excellence in education and training.
6. We will promote human rights and equalities.
7. We will work with health partners to improve health and reduce health inequalities.
8. We will work with social care partners to provide care for those who are most vulnerable.
9. We will make the best use of public resources.
10. We will provide and support the leadership to achieve these pledges.

Our leaders are visible leaders who believe in spending time listening and talking our staff, patients and partners about the things that are important to them and the changes they would like to make to continuously improve patient care.

Barts Health leaders work with their teams to develop organisational values, embed them in our ways of working and create the cultural changes required to ensure that we consistently provide an excellent patient experience, regardless of the point of delivery, in an environment where people want to work, regardless of where they work or what they do.

Person specification

Post	Information Governance Officer	Band	5
Dept/ward	Corporate Affairs		

Essential = E Desirable = D		E or D	Application form	Interview
Qualifications and knowledge	Educated to A level or equivalent.	E		
	First degree or equivalent	D		
	Professional training qualification (e.g. TAP)	D		
	Knowledge of the NHS information governance framework and the Information Governance Toolkit.	E		
	Knowledge of key legislation and national guidance including data protection and information security.	E		
Experience	Experience of working in the field of information governance.	E		
	Experience of developing and delivering training and awareness programmes for staff.	E		
	Experience of supporting meetings.	E		
	Experience of undertaking audits.	D		
Skills	Good organisational skills and ability to prioritise between competing demands.	E		
	Good numerical and analytical skills.	E		
	Good all round IT skills including email, internet, word processing, spreadsheet, presentation and database software.	E		
	High level of drive and determination.	E		
	Sound judgement and attention to detail.	E		
	Able to build effective contacts and networks.	E		
	Ability to work effectively as part of a team.	E		

Personal and people development	Evidence of commitment to personal development and training.	E		
Communication	Excellent verbal and written communication skills, with an ability to present material on technical subjects in an engaging and easily understood way to all staff.	E		

Initial and date of preparation

Ian Walker, 04.05.12