

## JOB DESCRIPTION

### Job Details

<b>Job Title:</b>	Information Governance and patient data lead
<b>Salary</b>	TBC depending on experience
<b>Responsible to:</b>	Sheila Williamson
<b>Working Hours:</b>	Part Time – 22.5 hours per week

### Job Summary

The Middlewood Partnership was established on the 1<sup>st</sup> April 2019 following the merging of 4 general practices. Middlewood provides care to 34,000 patients and employs 140 staff.

In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that we will respect their privacy and act appropriately. Similarly, we must take steps to safeguard personal information that Middlewood staff provide us with as part of our ongoing employment relationship.

In accordance with the requirements of the Data Protection Act, as reinforced by the Data Security and Protection Toolkit, Middlewood has a suite of information governance policies that provide protection to patients and staff. Since the merger, these policies have been updated in consultation with our Data Protection Officer.

The Information Governance and Patient Data Lead will be responsible for developing and delivering strategies to ensure that the Middlewood information governance policies are applied consistently well across all 4 practice bases, leading the team of staff who administer the appropriate disclosure of confidential information.

In addition the post holder will be responsible for advising and guiding all our staff in relation to management of patient data, and sharing of patient data. We would look to the post holder to develop and provide any training required for our staff that ensures that all times staff understand the context and processes for managing patient data in line with IG policies and procedures.

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### Key Responsibilities Include:

- Implement Middlewood information governance policies and be the key point of contact for all related queries;
- Lead on the management of IG/Patient records ensuring we have the right processes/training etc in place for staff working with patient records.
- Communicate Middlewood’s approach to information handling to staff and to the public;
- Coordinate the activities of staff who have specific data protection, confidentiality and freedom of information responsibilities;
- Monitor Middlewood’s information handling activities to ensure compliance with data protection law and guidance, updating policies wherever necessary; and
- Submit the annual Middlewood Data Security and Protection Toolkit and ensure that it meets the required standards.
- Guide and advise staff on appropriate use and sharing of patient data when appropriate.

### **Specific Responsibilities**

<b>Communication and Working Relationships</b>
<p>The post holder will need to be an effective communicator, able to deal and communicate successfully with a variety of stakeholders both internally and externally. This includes (but is not exclusive to):</p> <ul style="list-style-type: none"> <li>• The team of admin staff who deal with requests for patient information</li> <li>• Middlewood Partners and Senior Management Team</li> <li>• Caldicott Guardian</li> <li>• The wider Middlewood team, who require an awareness of information governance matters</li> <li>• Data Protection Officer</li> <li>• Information Commissioner’s Office</li> </ul> <p>The post holder will establish a good working relationship with those listed above to ensure successful facilitation of all information governance strategies.</p> <p>The post holder will also have the following responsibilities:</p> <ul style="list-style-type: none"> <li>• Provide advice and support on a day to day basis to Middlewood clinicians and staff on issues relating to the interpretation of existing information governance policy and guidance, and to signpost to (or liaise with) the most appropriate manager, clinician or external support (including the Data Protection Officer and ICO) as appropriate when dealing with information governance issues;</li> <li>• Contribute items on information governance to the Newsletter and Website; and</li> <li>• Attend Senior Management Team meetings at regular intervals to report on information governance matters.</li> </ul>
<b>Administrative Duties</b>
<ul style="list-style-type: none"> <li>• Work consistently throughout the year to ensure that Middlewood will continue to</li> </ul>

meet the standards required in the Data Security and Protection Toolkit

- Keep the register of staff and family member patients up to date and conduct regular audits of access to the relevant records
- Analyse the results of spot checking
- Review EMIS notifications of access to inactive and restricted records
- Report issues arising from patient record audits, spot checks and EMIS notifications to Practice Managers, as appropriate
- Maintain registration with the Information Commissioner's Office and submit any required notifications
- Review Middlewood's Information Sharing Agreements, as appropriate
- Support monitoring visits from authoritative bodies
- Support the overall management of practice bases
- Any other duties within the scope and level of this post

### **Planning and Organisational Skills**

- Keep abreast of current affairs and identify potential threats and opportunities
- Contribute to Middlewood strategy, identifying areas for improvement
- Prepare an annual Information Governance Plan, incorporating activities related to development of strategy, implementation of new legislation and guidance, completion of Toolkit, training and spot-checking

### **Responsibility for Policy and Training**

- Ensure that Middlewood maintains up to date policies and procedures that protect the personal information of patients and staff and undertake annual reviews of these policies
- Keep information governance policies and related guidance on Intradoc and the Website up to date
- Contribute to new starter inductions and ongoing training activities to raise staff awareness of information governance policies and procedures
- Monitor training on information governance to ensure all staff complete appropriate training for their role within the organisation and meet the mandatory annual requirements
- Follow all Middlewood policies and procedures

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## **Additional Information**

### **Clinical Governance and Risk Management**

The Middlewood Partnership believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. You are expected to take a proactive role in supporting the Middlewood clinical governance agenda by:

- Taking part in activities for improving quality;
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments;
- Following Middlewood policies, guidelines and procedures; and

- Maintaining and improving your skills through continued professional development/your personal development plan agreed annually with your line manager.

### **Confidentiality and Information Governance**

You must ensure that you adhere to the relevant Middlewood policies in relation to confidentiality and information governance, which includes the collection and sharing of information in relation to staff, patients, relatives, partner organisations and third parties.

### **Disclosure and Barring Service (DBS)**

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Where relevant to the role, applicants who are offered employment will be subject to a criminal record check from the Disclosure and Barring Service. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service at [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk).

### **Health and Safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety precautions for yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Infection Control**

The post holder, whether clinical or non-clinical, is required to:

- Undertake all mandatory and essential training in infection prevention and control;
- Familiarise themselves with and adhere to current Infection Prevention and Control Policies relevant to them and their area of work;
- Take responsibility to ensure the workplace is kept clean and tidy so that it is safe for all other users of that area;
- Communicate any identified infection risks to the Infection Prevention and Control Lead and, where appropriate, report any healthcare associated infections in line with Middlewood's Incident Reporting Policy; and
- Take part in the safety improvement projects related to infection prevention and in particular follow the Middlewood requirements regarding hand hygiene.

### **Fire Safety**

Fire safety in all the premises from which we operate is the concern of all those who work here. It is of the utmost importance that all members of staff whether part-time, temporary, bank or permanent are fully aware of and familiar with the Fire Safety Policy and all fire procedures in the department they are working in. All new employees will receive fire safety training within Middlewood's induction training programme.

### **Freedom of Information**

You should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and are responsible for helping to ensure that Middlewood complies with the Act when handling or dealing with any information relating to Middlewood activity.

### **Identity and Registration Authority Badges**

Your identity badge should be on your person at all times whilst working in the organisation and available for inspection if challenged. Registration Authority Smartcards should be used in strict accordance with the terms and conditions agreed when signing the application form. Employees must comply with all Middlewood policies in relation to IT access and confidentiality.

### **Information Quality Assurance**

You are expected to take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and ensure this information is collected, recorded, processed and handled in compliance with Middlewood requirements and instructions.

### **Risk Management**

You have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Safeguarding Children and Adults at Risk**

Middlewood is committed to safeguarding and promoting the welfare of children and adults at risk and is dedicated to robust recruitment checks. Every employee has a responsibility for safeguarding and the protection of children and adults at risk. As such if the post holder witnesses, suspects or is told that abuse is occurring they have a duty to report the incident. Please refer to the Middlewood Safeguarding Policy.

### **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. It will be reviewed in conjunction with the post holder on an annual basis.

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### **Job Description Agreement**

<b>Agreed and Signed</b>	(Manager)	<b>Date</b>	
<b>Agreed and Signed</b>	(Post Holder)	<b>Date</b>	
<b>Date Role Description Effective From:</b>			