

BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS TRUST

JOB DESCRIPTION

Job Title: Information Governance Officer

Grade: 5 (TBC)

Reporting to: Head of Information Governance

Accountable to: Associate Director of Performance and Information

Location: Trust Headquarters – may be required to travel to other sites within Birmingham and Solihull

Job Purpose:

The role of the Information Governance Officer is to support the Head of Information Governance to ensure the Trust is compliant with Trust policy and all legislation and government directives relating to data protection (principally, the Data Protection Act 2018 (DPA), General Data Protection Regulations, NHS Confidentiality Code of Practice, Common Law Duty of Confidentiality and Caldicott Principles).

The primary role of the post holder is to support the overall development, management and delivery of the information governance work programme and to assist the Head of Information Governance and Information Governance Sub-Groups.

Assisting the Head of Information Governance, ensuring that all staff are aware and understand their responsibilities in respect of Data Protection and the confidentiality of person identifiable data.

The post holder will be responsible for answering first line enquiries and provide advice, guidance and interpretation on matters relating to Information Governance.

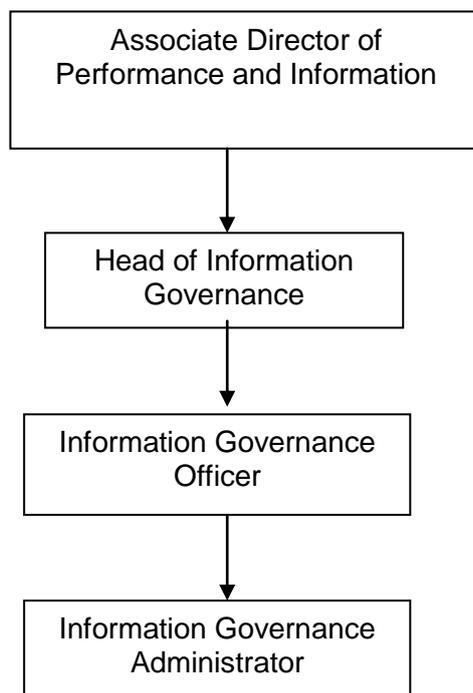
Job Summary:

- To proactively support the Head of Information Governance with the development and management of the Trust's information governance framework and annual work programmes, including implementation of the General Data Protection Regulation and data protection legislation, promoting awareness and best practice in all aspects of information governance in line with legal requirements and NHS initiatives
- To provide assistance with the completion of submissions and evidencing on-

going compliance with the requirements of the Data Security & Protection Toolkit

- To support the mobilisation of new services/systems to ensure all activities are confidential, secure and comply with information governance requirements.
- To provide information governance training, support and advice to staff as required
- To maintain an awareness of all aspects of legislation, national guidance and policy relating to information governance

Organisation Chart:



Key Communications and Working Relationships

Internal: SIRO, Caldicott Guardian, Deputy Caldicott Guardian, Head of Care Records and Clinical Coding, Information Team, Legal Department managers and staff, Corporate Directors, Service Directors, Service Support Managers, Clinical Leads other Admin Managers and staff from Clinical Governance, Risk Management, Care Records, Finance, Supplies, Estates, HR and Payroll.

External: Service users, Suppliers, Police and other NHS Organisations

Principle Duties and Responsibilities

Contribute to the development of Trust-wide information governance strategies, policies, procedures and guidance to promote consistent standards and “best practice”

- Work with clinical and non-clinical staff at all levels across the organisation in responding to information queries and problem solving.
- Encourage, promote and motivate staff to engage in information governance, providing the appropriate support to staff to maintain and improve understanding of information governance principles, supporting the Trust to adhere to statutory information governance requirements.
- Maintain a record of the Trust’s information assets, ensuring appropriate documentation is completed, timely audits are conducted and the Information Asset Owners and Information Asset Administrators are supported
- Maintain the Trust’s information flow maps between the Trust and its partner organisations – providing advice and guidance where necessary. Undertake risk assessments of all information flows to ensure they do not contravene Trust policies and procedures (and therefore national guidance/legislation)
- Provide support in developing information sharing agreements (ISAs) for information flows between the Trust and its partner organisations as well as ensuring existing ISAs are reviewed and amended as required.
- Work collaboratively with colleagues to identify any new working practices required to maintain and improve security and confidentiality including supporting the completion of Data Privacy Impact Assessments where necessary
- Act as the first point of contact for any information governance incidents, ensuring they are recorded in line with Trust policies, and appropriate actions are taken as quickly as possible, lessons are learned/shared and, where necessary, incidents are escalated to the Head of Information Governance
- Drafting documents and reports including policies, annual reports and papers to relevant committees
- Assist in investigating any breaches of information governance and in completion of root cause analysis where appropriate, including reviewing audit trails, manually checking individual’s accounts, interviewing staff and producing reports regarding activity undertaken. Will provide sensitive and complex feedback to relevant stakeholders.
- Assist with the production of literature in line with the IG communications plans to raise awareness with the Trust’s staff and its service users, carers and partner organisations. This may include the development and maintenance of Intranet and Internet sites, leaflets, posters, articles, etc.
- To assimilate, manage and communicate a wide range of information in an accessible way, some of which will be complex and may involve matters relating to individual staff, patient matters or matters of commercial confidence

- Attend relevant meetings, seminars and conferences as necessary. Post holder will be responsible for prioritising their workload and time management
- Comply with mandatory/statutory training as identified in Trust policy
- Support the development of new training material in addition to planning, organising and delivering training sessions across Trust sites
- Deputise for other members of the Team as and when required
- Line management responsibility for the Band 3 Information Governance Administrator, including overseeing the ordering of stock
- To undertake any other duties of a similar nature consistent with the responsibilities of this post in order to provide a quality service
- To actively remain updated with changes in data protection legislation
- The role operates across all sites within the Trust and therefore travel is a requirement

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource,

training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required;

Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder.

It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in

such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised;

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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Additional Information

Job Description Agreement

Budget Holder	Signature
	Name
Post Holder	Signature
	Name
Date	

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BIRMINGHAM & SOLIHULL MENTAL HEALTH NHS TRUST

PERSON SPECIFICATION

Location: B1	Department: Information Governance
Post Title: Information Governance Officer	Grade: 5 (TBC)

Attributes	Essential	Desirable	How Identified
Training & Qualifications	Degree level qualification Or Equivalent knowledge and skills and in a relevant discipline Continuing professional development	Information governance related degree Qualifications related to information governance Prince 2 qualification or project management experience	Application form Application form / Test
Experience	Significant experience in developing and delivering training in a variety of settings Experience of conducting audits and analysing results Experience of writing and presenting reports Strong knowledge of changes to data protection legislation Line management experience	Experience of working in the NHS Experience of the Data Security and Protection Toolkit Experience of investigating incidents	Application form Application form Application form Application form Application form

<p>Skills/Knowledge</p>	<p>Information governance principles</p> <p>Knowledge and understanding of appropriate legislation including the Data Protection Act 2018 / General Data Protection Regulations and Caldicott Principles</p> <p>Time management skills</p> <p>Proficient in Microsoft office packages</p> <p>Good oral, numeric and written skills</p> <p>Good communication skills and ability to deal with people at all levels.</p> <p>Presentation skills</p> <p>Ability to train across all disciplines and grades of staff</p>	<p>Use of Microsoft Office including word, outlook, powerpoint and excel</p>	<p>Application form</p>
<p>Personal Qualities</p>	<p>Ability to work in a team and on own initiative, organising work load without supervision working to tight and often changing timescales</p> <p>Excellent organisational and administrative skills</p> <p>Ability to maintain confidentiality at all times</p> <p>Approachable</p> <p>Pragmatic</p> <p>Ability to analyse and interpret complex data</p> <p>Self-motivated</p> <p>Ability to work</p>		<p>Application form</p> <p>Application form</p> <p>Application form</p>

	autonomously as part of a team		
Other	Commitment to non discriminatory practice Ability and preparedness to travel across all Trust sites		