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JOB DESCRIPTION

FOR THE POST OF

INFORMATION GOVERNANCE OFFICER

AT

BLACKPOOL TEACHING HOSPITALS NHS FOUNDATION TRUST

JOB TITLE:	Information Governance Officer
BAND:	NHS AfC: Band 4 (Band 3 until completion of Information Governance certificate, and Band 4 thereafter).
RESPONSIBLE TO:	Head of Information Governance
ACCOUNTABLE TO:	Information Governance Manager
LOCATION:	Blackpool Victoria Hospital

JOB SUMMARY:

- To support the Trust wide Information Governance awareness programme.
- To be actively engaged in the work programmes of the Information Governance team across the full range of Information Governance work areas.
- To support the implementation of appropriate policies and guidance in relation to the Information Governance agenda.

DUTIES AND RESPONSIBILITIES

The Trust has an obligation to ensure that all those working on its behalf (e.g. staff, agency staff, students, business partners) with access to personal or Trust-sensitive information are aware of both their individual and the Trusts' obligations to protect and use that information appropriately.

1. Assist in the monitoring of the completion of the mandatory Data Security Awareness Training as provided by NHS Digital, or equivalent locally produced materials.

2. Organise and book appointments with departmental leads to carrying out Information Security Audits across the Trust footprint. Collate audit results, produce audit reports and present at the Information Governance Risk Assurance Group (IGRAG.)
3. Provide advice to those monitoring the Trust's incident reporting system to:
 - Ensure any potential/actual Level 2 IG SIRI/Cyber SIRI incidents are brought to the attention of the IGM / HofIG as a matter of urgency.
 - Provide IG support and guidance to those reporting incidents and those (at all levels) that are responsible for their investigation.
4. Provide on the spot advice relating to potential information security problems highlighting the nature of the risk to the departmental leads.
5. Manage own electronic diary and consult with other IG officers and specialists to maintain a level of cover is maintained within office hours.
6. Sort and prioritise incoming IG mail and email distributing as appropriate, including monitoring and management of the IG inbox.
7. Support the production of monthly key indicators and relevant updates for inclusion in IG reports to relevant committees e.g. Health Informatics Committee.
8. Provide support and advice on the Information Governance helpline and ensure all urgent and/or confidential communications are received and distributed.
9. Assist/deliver training and awareness as directed by the Information Governance Manager e.g. presentations and focus groups.
10. Conduct the annual staff awareness and patient satisfaction audit as directed by the Information Governance Manager.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.

Additional information

1. Physical Effort

It should be noted this post has a frequent requirement for sitting in a restricted position inputting on to a computer for prolonged periods. Travel is required throughout the Trust footprint.

2. Mental Effort

Prolonged concentration is required for example checking and auditing compliance with IG standards. There is a requirement for creativity in the production of awareness raising materials for staff and service users.

3. Working Conditions

Desk based with long periods of time using the computer.

ABOUT THE TRUST:

Blackpool Teaching Hospitals NHS Foundation Trust is situated on the west coast of Lancashire, and offers a full range of district hospital services and community health services to a population of 1.6 million in Lancashire and South Cumbria.

The Trust provides services to the 440,000 residents of Blackpool, Fylde & Wyre and North Lancashire, as well as specialist tertiary care for Cardiac and Haematology services across the wider region.

We employ more than 6,500 staff, with a turnover in excess of £370m in 2014/2015 and have approximately 900 beds.

Our main activities are:

- Cardiovascular care at our Cardiac centre.
- Accident and Emergency at Blackpool Teaching Hospital.
- Community Midwifery and Women and Children's Services.
- Clinical research with an 80-strong team of nurses and doctors.
- Community nursing and school nursing.
- Recovery and rehabilitation for a variety of conditions including brain injury, stroke and elderly care.
- Sexual health and family planning services.
- Wellbeing and lifestyle including mental health services, heart health campaigns, and smoking cessation services.
- End of life and palliative care.

Between April 1 2014 and March 31 2015 we treated 100,662 day cases and inpatients (elective and non-elective), 329,257 outpatients and had 83,303 A & E attendances. The total number of community contacts was 1,228,494.

The Trust houses a state of the art Simulation & Skills Facility that provides training for all grades of staff to improve the safety and quality of the service that we offer our patients.

We run a portfolio of in-house courses that can be accessed by all staff to enhance their professional development needs. The training is supported by the use of modern equipment including part task trainers for such skills as venipuncture and full body manikins for the practice of emergency drills.

CONFIDENTIALITY:

In the course of your duties you may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or

away from work. The Trust has in place a 'Whistle blowers Policy' for staff wishing to express concerns.

INFECTION PREVENTION AND CONTROL:

Infection prevention and control is the responsibility of all Trust staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

QUALITY ASSURANCE:

Every employee is personally responsible for the quality of the work, which they individually perform. It is their duty to seek to attain the highest standards achievable both individually and collectively within their knowledge, skills and resources available to them in furtherance of the Trust's philosophy of pursuing quality in all its services.

HARASSMENT AND BULLYING:

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

EQUAL OPPORTUNITIES:

The Trust actively promotes equality of opportunity for all its employees. (In all the foregoing text any reference to one gender whether direct or implied equally includes the opposite gender unless specifically stated to be otherwise).