INFORMATION GOVERNANCE TOOLKIT WORKING GROUP

REPORT TO THE HE FORUM 26TH NOVEMBER 2014



MEETINGS & MEMBERSHIP

- 40 individual members representing a large percentage of UK HE establishments and other research associated groups
- Increased number of successful Hosted Secondary Use Team/Project View IGT submissions.
- Working Group meetings since last HE Forum June, August and November.
- Training workshop day July 2014

TERMS OF REFERENCE

NHS-HE Forum Working Group on Information Governance

group was created at the request of the NHS-HE Forum and is based on a team of ming together to achieve a joint task without any delegated executive responsibility.

Terms of Reference

ise directly with the HSCIC about the development of the Information Governance (it (IGT) as it relates to research and education organisations and to feedback directly \ge External IG Delivery Team at the HSCIC in terms of proposals for changes.

present research and education organisations at the national Strategic Information rnance Network (SIGN).

vestigate options and make recommendations for tailoring the Secondary Use nisation and Hosted Secondary Use Team/Project views of the IGT to suit Research ducation whether in Higher Education Institutions or elsewhere i.e. those involved in all research and education or those providing services to health and social care.

aintain awareness of legal, regulatory, contractual and technical developments that have ed the implementation of the IGT in research and education organisations and keep nented resource on this subject.

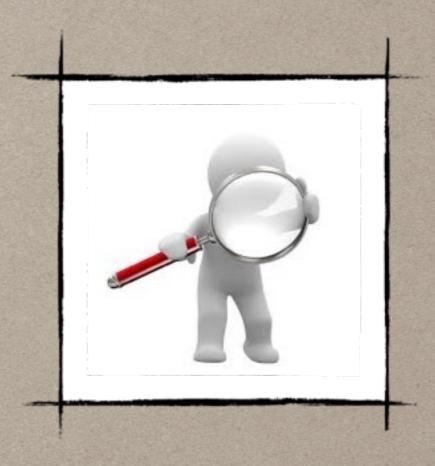
iderstand the relationship between the IGT and NHS information governance rements in Scotland, Wales and Northern Ireland, in terms of its impact on research ducation organisations.

alp develop or coordinate training and guidance suitable for the research and education nunity e.g. running workshops or training days.

ıblish any guidelines or good practice case studies or examples on the IGT Knowledge and https://community.ja.net/groups/nhs-he-forum-connectivity-project, with other less added where appropriate.

port on progress to the NHS-HE Forum meetings at least annually.

wiew the ongoing value and existence of the group at least annually to coincide with ajor IGT version publication cycle i.e. May or June each year. Where it is agreed to tue then the membership of the group will be reviewed to ensure that it is appropriate.



WORKING WITH HSCIC

- Close liaison to establish and create better working practice.
 Access to HSCIC resources for faster applications
- Reviewing the current IGT and making change requests to each new version. Improving for HE.
- Preparation for new versions and the forthcoming substantive change.
- Better understanding and feedback to enable faster applications.
- Incident reporting Currently 0 reported "incidents" for HSUT/P

COLLABORATION AND ASSOCIATIONS

- SIGN -Strategic Information Governance Network attendance at the National SIGN meeting, discussions with regional SIGN representatives, DH and IGA
- IGA -The Information Governance Alliance (IGA) is a group of national health and care organisations that are working together to provide a joined up and consistent approach to information governance. -
- HSCIC Information Governance Assurance Framework (IGAF) Health and Social Care Information Centre
- HRA -primary role as an organisation is to protect and promote the interests of patients and the public in health research, and to streamline the regulation of research. See more at: http://www.hra.nhs.uk/about-the-hra/our-committees/ #sthash.wgcGmoy0.dpuf

CONSULTATION

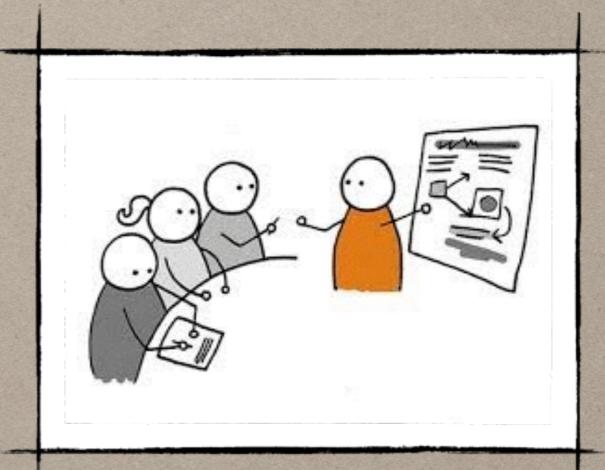
- DATA MANAGEMENT Best Practice
- ISO 27001 v IG Toolkit Guidance and advice
- ASH Accredited Safe Haven
- INCIDENT REPORTING TO ICO Review and feedback to HE on how to conduct this within the regulations.
- DATA SHARING Best practice
- INFORMATION GOVERNANCE POLICY templates and examples.

EXEMPLAR DOCUMENTS AND TEMPLATES

- SET OF EXEMPLAR POLICIES FOR THE IGT Going into the IGT Knowledge base.
- IMPROVEMENT PLAN EXAMPLES
- TRAINING TOOL FROM NIHR http://www.crn.nihr.ac.uk/learning-development/
 information-governance-training/

NEXT TRAINING DAY

- 3RD FEBRUARY
- LONDON
- WORKSHOP STYLE
 FROM BEGINNERS TO
 MASTER CLASS
- WORKING FROM THE
 FEEDBACK RECEIVED AT
 THE JULY TRAINING DAY.



FUTURE WORK

- INCREASED ENGAGEMENT WITH THE IGT CHANGES
- CONTINUED REPRESENTATION AT NATIONAL SIGN MEETING
- FURTHER DISSEMINATION AND CREATION OF BEST PRACTICE TEMPLATES, PROCESS AND PROCEDURES.
- MORE TRAINING DAYS.
- RESULT: Easier, faster, successful applications for IGT.
 Protected health data. Less interruption to important research.
 National Standards for IG improved in HE.



THANK YOU

Sarah Lawson