



# The NHS-HE Forum

Advancing healthcare by sharing information and expertise in health, higher education and research

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## NHS-HE Information Governance Working Group:

### Information Governance Toolkit (IGT) for Clinical Research and Education Departments Training Day

**2<sup>nd</sup> July 2014, London venue tba, 10.00-16.00**

(registration/coffee from 9.30am)

**Aim: To promote the NHS IG Toolkit as an enabling security tool that ensures all research groups handle information securely, assuring, confidentiality, integrity and availability of data.**

#### Programme

1.	Welcome and Introduction to the work of the group, background, history and future aims?	Chair, Bridget Kenyon, UCL	10.00
2.	Current and developing NHS Information Governance Policy and the interface with Research and Education.	Phil Walker, Department of Health	10.20
3.	Why the IGT is needed for Confidentiality Advisory Group (CAG) approval. What assurance does the IGT provide for funders and research approvers?	Natasha Dunkley, Health Research Authority	10.40
4.	HRA wider developments in research approvals and views on using IGT to assist funding applications	Janet Messer, Health Research Authority	11.00
5.	The IGT submission process	Vanessa Kaliapermall, HSCIC	11.25
6.	Coffee		11.35
7.	A practical over view of the submission process, help desk and query control, plus – a detailed (brief) example of a submission, what's included and what an approved submission looks like. Some views on coordinated submissions from organisations.	Vanessa Kaliapermall, HSCIC & Sarah Lawson, National Perinatal Epidemiology Unit (NPEU), University of Oxford	11.50
8.	Alignment of IGT with ISO 27001/2, and possibly other initiatives such as ECRIN. How to use the IGT to benchmark good practice and maintain high information security standards?	Bridget Kenyon, Will Crocombe	12.40
	Lunch		13.10
9.	Break-out sessions – 3 alternative Streams:  Group 1 – Starting from Scratch – practical help to develop and start completing the submission. Exemplar information, improvement plan creation, tools and tips for being able to complete to level 2.	All  Leads: Sarah Lawson & Vanessa Kaliapermall	13.55

	<p>Group 2 – Masterclass – practical session for those that have already submitted, looking at improvement plans and developments, managing annual returns, consideration of assurance tools and practical examples of what people already do?</p> <p>Group 3 – Integrated organisational approach – a practical session on developing coordinated organisation-wide approach &amp; tools for submitting research IGT applications. UCL model?</p>	<p>Lead: Bridget Kenyon</p> <p>Lead: Trevor Peacock?</p>	
10.	Tea and carry on at some point in 10.	All	15.00
11.	Review of the day & closing remarks	Bridget Kenyon, Sarah Lawson, Vanessa Kaliapermall	15.50
12.	Close		16.00