

JOB DESCRIPTION

Job Title:	Information Governance Manager -NJR
Reporting to:	Associate Director-Research & Governance -NJR
Accountable to:	Director of Operations-NJR and Chair of the NJR Research Sub-committee
Responsible for:	N/A
Salary:	HQIP Band C; circa £40,000 per annum
Contract type:	Permanent
Hours:	37.5 hours per week
Location	Central London with occasional travel

About HQIP

The Healthcare Quality Improvement Partnership (HQIP) - a consortium of the Academy of Medical Royal Colleges, the Royal College of Nursing and National Voices - holds the contract with NHS England for the management of the National Clinical Audit and Patient Outcomes programme in England and Wales (NCAPOP). The vision is HQIP will be a major force in professionally-led quality improvement in healthcare in England and Wales and will seek opportunities to extend its work programme beyond that of NCAPOP. This programme currently comprises more than 30 clinical audits and outcome review programmes and includes the National Joint Registry (NJR).

The NJR management team, based at HQIP, manages the registry's work across its governance structure and through key contracted services.

Further information can be found at <http://www.hqip.org.uk/>

About the National Joint Registry

Established in 2002, the National Joint Registry for England, Wales, Northern Ireland and the Isle of Man (NJR) has collected data on hip and knee joint replacement surgery since 2003, ankle joint replacement surgery from April 2010 and elbows and shoulders since April 2012, across the NHS and independent healthcare sector. With over 2 million records, it is the largest arthroplasty register in the world and one of the most influential healthcare registries in the world which plays a significantly central role internationally. Data from the Registry is in high demand.

The purpose of the Registry is to collect high quality and relevant data about joint replacement surgery in order to provide an early warning of issues relating to patient safety. In a continuous drive to improve the quality of outcomes and ensure cost effectiveness of joint replacement surgery, the NJR monitors and reports outcomes on orthopaedic implants, hospitals and surgeons, and supports and enables related research.

Management of the NJR

The NJR Steering Committee [NJRSC] is responsible for overseeing the work and strategic direction of the NJR and is formally classified as a 'NHS England Expert Committee'. The NJRSC meets quarterly and minutes are formally published on the NJR web site.

The NJRSC Chairman reports to the NHS England Medical Director. Recruitment of the Chairman and members is overseen by the Department of Health Appointments Team in liaison with the NJR management team and appointments are formally approved by the NHS England Medical Director. Members are subject to annual appraisal by the NJRSC Chairman.

The NJR also directly appoints and oversees a network of Regional Clinical Co-ordinators [RCC]-orthopaedic surgeons who act as local champions for the NJR.

A number of NJRSC Sub-committees oversee the major NJR work areas. There are currently ten standing sub-committees which support the work of the NJRSC. **1) Executive Committee, 2) Medical Advisory Committee, 3) Editorial Board, 4) Surgical Performance Committee, 5) Implant Performance Committee, 6) Implant Scrutiny Group 7) Data Quality Group, 8) Regional Clinical Coordinators Committee 9) Research Committee and 10) Data Access Review Group.**

In addition ad hoc working groups are convened for the purpose of specific projects and vary in number dependent on necessity and activity. Currently in operation are the **a) Component Data Base Development Group, and b) Minimum Data Set Review Group.**

Core NJR services and operations are managed under three separate NJR contracts responsible for: a) data collection and management b) statistical support, analysis, and research; and c) communications.

The NJR team at HQIP manages and monitors all the NJR contracts, NJR strategic and annual planning activity all associated operational issues and supports the work of the NJRSC and all its sub-committees. The team works closely with all the relevant orthopaedic professional societies.

Further information can be found at <http://www.njrcentre.org.uk/>

NJR Data Access Requests

A key strategic objective of the NJRSC is to protect the NJR data set through effective and efficient data governance and information management.

NJR data is in demand to support research and related studies. The NJR also receives an increasing number of other kinds of data access requests which vary in type, complexity and sensitivity including nationally led initiatives within the field of orthopaedics and device regulation. Other ad hoc requests are submitted for a variety of purposes including clinical audit, service evaluation and in answer to Freedom of Information (FOI) requests.

The post holder will work in partnership with the NJR Associate Director-Research & Governance and the NJR Director of Operations, to ensure that NJR's information governance responsibilities are delivered, governed and monitored to stakeholder satisfaction.

Job purpose summary

This is a highly responsible area and the post holder will provide specialist expert advice and technical expertise on NJR matters related to data governance and information management. The post holder will ensure expert management of decisions regarding disclosure of sensitive information, using their in-depth knowledge to inform strategy within the NJR. The post holder will ensure data release protocols meet the reporting requirements of NJR and HQIP, and complies with national best practice guidelines and all relevant legal and statutory requirements.

The post holder will be a key member of the NJR team, contributing to the achievement of an effective and responsive NJR leadership office, operating within a busy and pressurised environment. The post holder will have responsibility for managing the NJR work programmes related to all NJR data release, to include:

- Management of the day to day Data Access Request infrastructure, promoting moderated access through a single management pathway.
- Collaborative work across the NJR structure to manage and coordinate delivery of NJR data release and Standard Operating Procedure for all Data Access Requests.
- Management of and participation in the NJR Data Access Review Group.
- Attendance and participation in the HQIP Data Access Review Group, representing the NJR along with the NJR Associate Director– Research & Governance.

Key working relationships:

Internal: Associate Director– Research & Governance; NJR Director of Operations; NJR and HQIP Data Access Request Groups and matrix working within NJR leadership office as required. External: Chair of the Research Sub-committee and senior staff within the NJR’s Sub-committee structure; NJR’s provider organisations who provide data collection and analysis. The post holder will liaise directly with key stakeholders including NHS England, NHS Digital and the MHRA.

Key responsibilities and duties

Data Access Requests

- Maintain and further develop NJR’s governance systems and processes to ensure an effective NJR Data Access Request function with escalation to the appropriate committees within NJR as required (e.g. NJR DARG, Research Sub-committee, Implant Performance and Scrutiny Sub-committee).
- Ensure compliance with the requirements of the NJR’s data security framework and established structure and governance processes, and broader alignment with HQIP (Data Controller) information governance frameworks.
- Provide expert information security advice to stakeholders and colleagues across the organisation, advising on high risk projects and other areas of high risk.
- Act as the main point of contact for day to day management of all incoming data requests to the NJR. Data requests in this category may include: Supplier Feedback Requests, Hospital Trust Requests, FOI Requests, White Paper Requests, Media Requests and requests from National Regulatory Bodies (e.g. MHRA).
- Oversight of impact assessment and preparation of a decision recommendation to the NJR Executive for all requests, escalating by exception to the ‘NJR Data Access Review Group’ (DARG).

- Organise and attend the NJR Data Access Review Group, and be responsible for agendas, minutes and action lists arising out of the group, preparing briefing materials for the Associate Director– Research & Governance and NJR DARG Chair.
- Liaise with the NHS England Freedom of Information team to provide advice on behalf of the NJR and in line with statutory requirements in relation to all incoming FOI requests.
- Maintain on behalf of the NJR a comprehensive record of all Data Request decisions and all data sharing agreements within NJR in central repository for reporting and audit purposes. Monitor expiration dates and renewals as required, reporting to the NJR Executive and HQIP DARG.
- Represent the NJR team at relevant meetings, specifically NJR DARG and HQIP DARG, presenting papers as necessary and ensuring actions are progressed and deputizing for NJR Associate Director– Research & Governance as required.

Research Requests

- Provide support to the NJR Associate Director – Research and Governance as required in support of the NJR’s research strategy and provide cover/deputise in this role as necessary.
- Manage submission process for all approved research applications to HQIP DARG for final approval of data release and maintain a central record of all final approvals paperwork. Monitor expiration dates and renewals as required, reporting to NJR Research Sub-committee and HQIP DARG.
- Co-ordinate the input of the NJR's contractors (e.g. Northgate, Bristol) in delivery of the agreed research project data and liaise closely with others within the NJR who have been tasked with actions for data release.
- Manage oversight of third party applications for linked data (e.g. applications for HES/PROMS to NHS Digital), to ensure appropriate data sharing agreements are in place and reported to NJR Research Sub-committee and HQIP DARG.
- Work with the NJR Associate Director– Research & Governance and Chair of the Research Sub-committee to ensure successful implementation of information governance protocols in relation to the incoming Data Access Portal.
- Support the NJR Associate Director of Research and Governance in developing and maintaining all live and archived project documentation, and the organisation of close down activities at project completion.
- Ensure that all relevant materials published on the NJR website are kept up to date and that public access guidance for NJR data is externally available as appropriate.

Guidance and Policy Development

- Keep up to date with best practice to formulate written policy and guidelines (internal and external) on behalf of the NJR, for NJRSC approval, for the management of all incoming Data Access Requests.
- Lead education and training initiatives within the NJR to improve both internal and external stakeholder engagement with the NJR’s informatics policies.

General

- Provide a flexible resource across all areas in the NJR; performing any ad hoc management activities for the NJR as required by the NJR Director of Operations and NJR AD Research and Governance.
- Develop and maintain excellent professional relationships with internal and external stakeholders relevant to the working areas.
- To identify personal development needs and set out how these will be met in a personal development plan, in conjunction with the Associate Director –Research and Governance
- Adhere and comply with the provisions of the HQIP’s Health and Safety Policy and undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities, data protection legislation and information governance best practice.

This is an outline of the tasks, responsibilities and outcomes required of the role. The post holder will undertake other duties as required commensurate with the responsibilities of the position. The job description and person specification may be reviewed on an ongoing basis with the changing needs of the organisation.

Candidate specification

We would like you to have the following experience:

Essential or Desirable (E/D)

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| • Degree or equivalent level experience in a relevant subject | E |
| • Experience of developing and implementing standard operating procedures | E |
| • 5-7 years relevant experience within identified area of responsibility | E |
| • A good understanding of UK Data Protection legislation and related statutes, Including the application of these laws | E |
| • Proven track record of successful information governance management | E |
| • Comprehensive understanding of national information governance frameworks and legislation including the Data Protection Act and the FOI Act | E |
| • Technical understanding of research ethics protocols and how these relate in healthcare settings | E |
| • Prior knowledge of the National Joint Registry, National Clinical Audits or NHS management desirable | D |
| • Able to work with autonomy within a framework of policies and procedures | E |
| • Capacity for sound decision making and risk assessment | E |
| • Excellent writing skills and attention to detail | E |
| • Ability to prioritise and manage multiple tasks, working to challenging targets and deadlines | E |
| • Excellent interpersonal and relationship management skills, ability to liaise with internal and external stakeholders | E |
| • Excellent planning and organisational skills | E |