

# Job description

## Caldicott Guardian

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University of the  
West of England

**Post holder:** Marc Griffiths, Deputy Dean- Health and Applied Sciences

**Accountable to:** Steve Dinning, Lead Data Protection Officer

**Post no:** NA

## Job context

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1. The role of the Caldicott Guardian is to safeguard and govern uses made of patient information within the organisation, as well as data flows to other organisations. Caldicott Guardianship is a key component of broader information governance.
2. The Guardian is responsible for the establishment of procedures governing access to, and the use of, person-identifiable patient information and, where appropriate, the transfer of that information to other bodies.
3. In addition to the principles developed in the Caldicott Report, the Guardian must also take account of the codes of conduct provided by professional bodies, and guidance on the Protection and Use of Patient Information and on IM&IT security disseminated by the Department of Health (DH), including the NHS Confidentiality Code of Practice

## Working relationships

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1. The Caldicott Guardian will be expected to liaise and work with managers and the Directorate in the course of promoting the Caldicott principles, which will include attendance at various meetings as appropriate.
2. The Caldicott Guardian is a member of the NHSIG Governance Board and will need to work closely with records management, HR, IT, Risk Management Group, and other colleagues from work areas represented on that group.
3. The Caldicott Guardian also contributes to the peer review and interpretation of local or national confidentiality issues and the development of standards throughout the local community and partner organisations.
4. The Caldicott Guardian is supported by the Clinical Audit Committee.

## Key tasks

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### 1. Production of Procedures, Guidelines and Protocols

To oversee development and implementation of procedures that ensure that all routine uses of person-identifiable patient information are identified, agreed as being justified and documented.

To oversee development and implementation of criteria and a process for dealing with ad hoc requests for person-identifiable patient information for non-clinical purposes.

To ensure standard procedures and protocols are in place to govern access to person-identifiable patient information.

To work with the Research, Research Ethics and Clinical Audit Committees and personnel to ensure protocols for releasing information for research and audit are in line with applicable information governance standards.

To understand and apply the principles of confidentiality and data protection as set out in the DH publication 'Confidentiality: NHS Code of Practice, and, where current practice falls short of that required, to agree challenging and achievable improvement plans.

### 2. Information for Staff

To ensure standard information governance procedures and protocols are in an understandable format and available to staff.

To ensure raised awareness, through training and education, of the standards of good information governance practice and Caldicott principles, and that they are understood and adhered to.

### 3. Information Sharing to Support Care

To work with other care providers, linked agencies, and commercial organisations to support better sharing of relevant information about patients, in a manner that facilitates joined-up care across institutional boundaries while ensuring that patients' legal rights and the Caldicott Principles are maintained.

To that end, ensure establishment of Information Sharing Protocols, in line with guidance provided by the DH, to govern the use and sharing of patient-identifiable information between organisations both within and outside the NHS.

### 4. Strategic

To ensure that the organisation maintains its compliance with Caldicott Principles and other relevant legislation.

To keep abreast of national developments and changes to legislation.

## Reporting

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1. In collaboration with the Data Protection Lead and/or the Clinical Coordinator, to draw to the attention of the relevant manager any occasion where the appropriate

procedures, guidelines and protocols may not have been followed.

2. To raise concerns about any inappropriate uses made of patient information with the University Data Protection Officer where necessary.
3. On an annual basis, to participate in the Information Governance Toolkit Assessment (adherence to the standards are included in the Trust's performance ratings).

## Acceptance

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Signed (job holder) \_\_\_\_\_

Please print name \_\_\_\_\_ Date \_\_\_\_\_