
Public Board Meeting 29th March 2012

Information Governance Standards: 20011 - 2012 End of Year Submission

Presented by: Paul Jenkins, Director of Partnerships

1. Purpose

The purpose of this report is to assure the Board of the Trust's position on 31st March 2012 on levels of compliance against all 45 standards of the national Information Governance Toolkit (IGT) v9.0.

2. Background

The Trust made its baseline submission against v9 of the IGT on 31st July 2011 for the period 1st April 20011 – 31st July 2010. The Board was informed of our baseline submission at the July Board meeting.

The assessment grading scheme is still categorised as follows;

Satisfactory (coloured green): level 2 achieved on all 45 requirements

Not Satisfactory (coloured red): level 2 not achieved on all 45 requirements

3. IG Toolkit v9.0 – End of Year Results

2011-2012	End of Year Results 31 st Mar 2011 V8.0	Baseline Assessment 31st Jul 2011 V9.0	Performance Results 31 st Oct 2011 V9.0	End of Year Results 31 st Mar 2012- V9.0
Overall Results	73% Not Satisfactory	74% Not Satisfactory	78% Not Satisfactory	78% Not Satisfactory
Number of requirements scored at Level 2/3	44 out of 45	44 out of 45	44 out of 45	44 out of 45

The Trust has seen a 5% increase in our overall percentage score since our End of Year submission last March in 2011. The increase is due to achieving level 3 in six requirements (see Appendix 1 for details); however our current submission has still resulted in a 'not satisfactory status'.

This is due to the difficulties in meeting IG -112 which states that to achieve level 2 Information Governance awareness and mandatory training procedures must be in place and all staff appropriately trained 'All staff' was subsequently defined as "95% of your workforce (including all permanent staff and staff on temporary contracts of more than 3 months) must have received basic IG training. This applies to employed staff, contracted staff, volunteers, temporary staff, students, etc.".

The Board have previously been made aware of the possible implications of a 'Non Satisfactory' score and that the Trust has an approved action plan in place to improve compliance with this highly demanding requirement.

The following table shows the excellent improvements made in overall compliancy in Information Governance training over the past year.

Date	Total Requirement	Does Meet Requirement	Does not Meet Requirement	% Overall Compliance
30th Sep 10	3709	1373	2336	37%
31st Dec 10	3726	1839	1887	49%
31st Mar 11	3735	2115	1620	57%
30th Apr 11	3711	2227	1484	60%
8th Jun 11	3750	2405	1345	64%
31 st Jul 11	3699	2798	901	76%
31 st Aug 11	3748	2789	959	74%
30 th Sep 11	3807	2861	946	75%
31 st Dec 11	3877	3086	791	80%
31 st Jan 12	3939	3102	837	79%
29 th Feb 12	3951	3220	731	81%

Action plan to increase and maintain compliancy

The Board have been previously informed of the action plan in place across the trust aiming to raise the percentage compliancy figures. Although this has proved successful a number of clinical staff particularly in AAU, A&E, Theatres, Maternity and the Dacorum Community Midwives are struggling to either attend classroom based IG training or undertake e-learning due to the following reasons;

- Lack of time available to staff during work to attend classroom based training.
- Only work evenings or weekends so unable to attend class-room based training sessions held during the day.
- Sudden requirement to cover staff shortages.
- Unable to use a computer within work time.
- No access to a computer at home to undertake e-learning programme.

To target this issue each individual has received printed copies of the IG training slides to read and complete a short test before returning to Information Governance for marking. The Training department are notified and training records of those that have achieved a pass mark of 80% are updated.

A large number of Consultants, House Officers, Specialty Registrars have been targeted and are currently in the process of completing online training co-ordinated by the Medical Education Manager.

Factors that affect compliancy figures

There are on average between 50-60 new starters each month that should attend Induction training within 8 weeks of joining the trust. These individuals will appear non-compliant on monthly training compliancy reports until they attend.

All staff will be required to undertake Information Governance training on an annual basis as from April 2012. Based on January's training compliancy report on average 122 members of staff will become non-compliant each month throughout 2012 which will impact on our overall compliancy figures unless this training is undertaken by staff prior to them becoming non-compliant.

Implication of 'Not Satisfactory Score

As previously reported to the Board this is a highly challenging requirement that other trusts are failing to meet. In the event that the trust continues to consistently fail to meet level 2 for IG 112 could impact on the trust achieving foundation status.

Recommendation

The Board is asked to:

- Note the contents of this report.
- Approve the Trust's 2011-2012 IG Toolkit v9 End of Year Submission due to be submitted on 31st March 2012
- Agree to receive a further report summarising the Trust's performance scores during 2012/13 for IG Toolkit v10

Nicola Bateman
Information Governance Manager