

Appendix A – Governance appointments and responsibilities

Role	Responsible	Details
<b>Information Governance Lead</b> (Merger of SIRO and IAO Information Asset Owner Roles)	Nathan Findlay	Information asset risk management and leadership Information governance toolkit submission Information asset management
<b>IAA (Information Asset Assistant)</b>	Simon Clarke (Corporate) Christine Bedford (Clinical) PICTs (Technical)	Detailed actions from information governance sub committee
<b>Caldicott Guardian</b>	Robert Witton	Protecting the confidentiality of patient information and facilitating appropriate information-sharing with partner agencies
<b>Complaints Officer</b>	Robert Witton	Leadership and guidance in compliance with local and national complaint processes and policies
<b>CQC Registered Manager</b>	Ewen McColl (Plymouth – Devonport and Derriford) Zoe Harrington (Truro) Nathan Findlay (Exeter)	Responsible with support from the Director of Community-based Dentistry and PDSE for the framework of evidence for CQC evidence, clinical policy development and audit/ supervision
<b>Safeguarding Lead (Adults and Children)</b>	Robert Witton with CQC Managers	Leadership and named accountable officer for safeguarding
<b>Safeguarding Co-ordinators</b>	Marie Shearman – Devonport Melissa Eke/Carmel Landricombe – Derriford Debbie Drew – Truro Jaynie Bulman – Exeter	Safeguarding co-ordination, local policy and process
<b>Health and Safety Lead</b>	Nathan Findlay	Leadership and advice on H&S issues and risks, supported by the clinical lead and ODSE senior management team
<b>Radiation Protection Officer</b>	Robert Witton	Leadership and governance of radiation protection issues including liaison with the Radiation Protection Advisor (RPA) Supported by an RPS in each facility

<b>Accountable Manager for Controlled Drugs</b>	Ewen McColl	Management of the use of controlled drugs via policy and audit, supported by clinical lead and clinic team leader in each facility
<b>Infection Control Lead</b>	Christine Bedford	Leadership and compliance with IC guidelines and protocols
<b>Infection Control Co-ordinators</b>	Kelly Harbinson (Devonport) Tracey Ruff (Derriford) Lauren Boulton (Truro) Jaynie Bulman (Exeter)	IC co-ordination, guidelines and protocols and ensuring via policy and audit