

Appendix A – Governance Appointments and Responsibilities

Role	Responsible	Details
<b>Information Governance Lead</b> (Merger of SIRO and IAO Information Asset Owner Roles)	Rebecca Anderson	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) UoP + external provider (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>	Rebecca Anderson Robert Witton	Leadership and guidance in compliance with local and national complaints processes and polices
<b>CQC Registered Manager (Robert Witton)</b>	Tracey Ruff – Derriford, Plymouth Marie Shearman – Devonport, Plymouth Lorraine Shelley - Exeter Aimee Matthews – Truro	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 – Senior Safeguarding Co-ordinator Christine Summerfield – Derriford, Plymouth Kelly Shaw – Devonport, Plymouth Marsha Hughes – Exeter Debbie Drew – Truro	Safeguarding co-ordination, local policy and processes

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<b>Health and Safety Lead</b>	Rebecca Anderson	Leadership and advice on H&S issues and risks, supported by the clinical lead and PDSE 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>Radiation Protection Leads</b>	Leesa Bates – Derriford, Plymouth Louise Carr – Devonport, Plymouth Angela Lee – Exeter Tracey-Anne Coutts - Truro	
<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 senior nurses in each facility
<b>Microbial Stewardship Guardian</b>	Ewen McColl Christine Bedford (Deputy)	
<b>Infection Control Lead</b>	Aimee Matthews	Leadership and compliance with IC guidelines and protocols
<b>Infection Control Facility Leads</b>	Rachel Watts – Derriford, Plymouth Ana Tarczany – Devonport, Plymouth Kelly Smith - Exeter Sian Bryant – Truro	IC co-ordination, guidelines and protocols and ensuring compliance via policy and audit
<b>Data Protection Officer (DPO)</b>	Rebecca Anderson	
<b>Freedom To Speak Up Guardian</b>	Mary Evans	