

Appendix A – Governance Appointments and Responsibilities

Role	Responsible	Details
Information Governance Lead	Rebecca Anderson	Information asset risk management and leadership Information governance toolkit submission Information asset management
SIRO (Senior Information Risk Owner)	Rebecca Anderson	The SIRO is accountable at a senior management level for ensuring that PDSE has robust information governance and security processes and procedures in place.
IAOs (Information Asset Owners)	Robert Witton Christine Bedford Sinead Anderson Simon Clarke Aimee Matthews Rebecca Anderson	IAOs are appropriately senior members of staff who have responsibility for specific information assets within PDSE. Their role is to ensure those assets are handled and managed properly, that appropriate access and security controls are in place and that the accuracy and integrity of the information is assured. They provide assurance to the SIRO that the information risk is being managed effectively.
IAAs (Information Asset Administrators)	Central Team	IAAs are members of staff that have been delegated responsibility by an IAO for the operational use of particular information assets within PDSE. Their role is to identify and report any operational concerns or risks to IAOs to be escalated accordingly.
Caldicott Guardian	Robert Witton	Protecting the confidentiality of patient information and facilitating appropriate information-sharing with partner agencies

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Complaints Officer	Rebecca Anderson Robert Witton	Leadership and guidance in compliance with local and national complaints processes and polices
CQC Registered Manager (Robert Witton)	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
Safeguarding Lead (Adults and Children)	Robert Witton with CQC Managers	Leadership and named accountable officer for safeguarding
Safeguarding Co-ordinators	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
Health and Safety Lead	Rebecca Anderson	Leadership and advice on H&S issues and risks, supported by the clinical lead and PDSE senior management team
Radiation Protection Officer	Robert Witton	Leadership and governance of radiation protection issues including liaison with the Radiation Protection Advisor (RPA). Supported by an RPL in each facility.
Radiation Safety Leads	Leesa Bates – Derriford, Plymouth Louise Carr – Devonport, Plymouth Angela Lee – Exeter Tracey-Anne Coutts - Truro	

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Accountable Manager for Controlled Drugs	Ewen McColl	Management of the use of controlled drugs via policy and audit, supported by clinical lead and senior nurses in each facility
Microbial Stewardship Guardian	Ewen McColl Christine Bedford (Deputy)	
Infection Control Lead	Aimee Matthews	Leadership and compliance with IC guidelines and protocols
Infection Control Facility Leads	Rachel Watts – Derriford, Plymouth Hayley Bowden – Devonport, Plymouth Kelly Smith - Exeter Sian Bryant – Truro	IC co-ordination, guidelines and protocols and ensuring compliance via policy and audit
Data Protection Officer (DPO)	Rebecca Anderson	A data protection officer (DPO) is a role required by the General Data Protection Regulation (GDPR). Data protection officers are responsible for overseeing a company's data protection strategy and its implementation to ensure compliance with GDPR requirements.
Freedom To Speak Up Guardian	Mary Evans	Freedom to Speak Up Guardians help: <ul style="list-style-type: none"> • Protect patient safety and the quality of care • Improve the experience of workers • Promote learning and improvement By ensuring that: <ul style="list-style-type: none"> • Staff and students are supported in speaking up • Barriers to speaking up are addressed • A positive culture of speaking up is fostered • Issues raised are used as opportunities for learning and improvement