

Appendix A – Governance Appointments and Responsibilities

Role	Responsible	Details
<b>Information Governance Lead</b>	Rebecca Anderson	Information asset risk management and leadership Information governance toolkit submission Information asset management
<b>SIRO (Senior Information Risk Owner)</b>	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.
<b>IAOs (Information Asset Owners)</b>	Robert Witton Christine Bedford Sinead Anderson 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.
<b>IAAs (Information Asset Administrators)</b>	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.
<b>Caldicott Guardian</b>	Robert Witton	Protecting the confidentiality of patient information and facilitating appropriate information-sharing with partner agencies.

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<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>	Robert Witton - PDSE Aimee Matthews – Derriford, Plymouth Marie Shearman – Devonport, Plymouth Lorraine Shelley – Exeter Emma Severn – Truro	Responsible with support from the Chief Executive 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 Rebecca Anderson	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 Lorraine Shelley – Exeter Sophie Hodson – Truro	Safeguarding co-ordination, local policy and processes.
<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 RPL in each facility.
<b>Radiation Safety Leads</b>	Leesa Bates – Derriford, Louise Carr – Devonport, Angela Lee – Exeter, Emma Severn – Truro	The RSL role incorporates the responsibilities of the Radiation Protection Supervisor. It is the responsibility of the RSLs to ensure that all those working with ionising radiation are familiar with the relevant sections of the Local Rules and that the rules and any other appropriate radiation protection measures are observed.

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<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>	Ayisha Davies-House Christine Bedford (Deputy)	To “help protect antibiotics and improve knowledge about antibiotic resistance” within PDSE.
<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 Andrea Pearson – Devonport, Plymouth Heather Elliott – 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	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.
<b>Freedom To Speak Up Guardian</b>	Christine Bedford	Freedom to Speak Up Guardians help: 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"> <li>• Staff and students are supported in speaking up</li> <li>• Barriers to speaking up are addressed A positive culture of speaking up is fostered</li> <li>• Issues raised are used as opportunities for learning and improvement</li> </ul>