

UK Council of Caldicott Guardians Strategic work plan

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Strategic work plan**

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UK Council of Caldicott Guardians

Strategic work plan

Purpose

The purpose of this document is to provide a structured and formal process for the work of the UK Council of Caldicott Guardians, an elected body of Caldicott Guardians from the health and social services settings.

The strategic work plan sets out how the Council intends to address issues identified as important by the wider Caldicott community, and how it will meet the objectives defined in its Constitution. The plan includes an education, training and development component to facilitate the provision of appropriate training to Caldicott Guardians.

Background

The UK Council of Caldicott Guardians was set up in late 2004 as a national body for Caldicott Guardians. It has developed a Constitution (UKCGC0205) that sets out the Council's composition, powers, role and objectives. The Council's objectives are:

- To be the national body for Caldicott Guardians
- To promote the roles and activities of Caldicott Guardians within the United Kingdom
- To be a forum for the exchange of information, views and experience amongst all Caldicott Guardians
- To seek, consider and to represent the views of Caldicott Guardians on matters of policy relating to the organisation and delivery of Information Governance
- To be a channel of communication upon Caldicott matters with national organisations concerned with the NHS, the independent health sector, local government and health and social care professionals
- To act as a resource centre, provide support and arrange learning opportunities for Caldicott Guardians, both current and of the future.

The full Constitution document and meeting papers of the Council can be accessed from: www.connectingforhealth.nhs.uk/systemsandservices/infogov/policy/caldicott

Following its inaugural meeting in October 2005, the Council sought information from the wider Caldicott community about issues and topics of concern. The community identified concerns regarding the confidentiality and security of patient / service user information and appropriate and legal information sharing. Additionally, there was a recognition of the further challenges presented by the range of services to be delivered under the National Programme for Information Technology by NHS Connecting for Health.

The UK Council of Caldicott Guardians work plan

Key Objective	Priority	Purpose	Work to be done/progress	Lead	Targets and Progress
EDUCATION TRAINING AND DEVELOPMENT					
Carry out training needs analyses for new and existing CGs.	High	To enable the development of targeted and appropriate training for new and existing CGs. To develop an understanding of the different environments in which CGs work and the way the Caldicott function is performed.	Draft a training needs analysis (TNA) form and circulate it to the Council for review.	Secretariat	Completed
			Circulate the TNA to the Caldicott community either by email or via a website.	Secretariat	Completed
			Collate results of TNA and feedback to the Council and Caldicott community.	Secretariat	Full report published November 2006 and available at: www.connectingforhealth.nhs.uk/systemsandservices/infogov/policy/resources/training_needs
Review training delivery methods for CG training.	High	To ensure that the training provided is accessible and cost-effective.	Obtain advice from ETD personnel within NHS CFH about providing and evaluating training.	Secretariat	On-going discussions
			Review the IG Training Tool developed by NHS CFH and Cerner.	Council	Reviewed, IGTT scheduled for release 2007
			Review feasibility of providing training videos and booklets, a national training day and regional seminars.	Secretariat / Council	August 2007
Provide formal induction training for new CGs and on-going training for existing CGs.	High	To establish a baseline of good practice and support services. To assist CGs to engage with the expanding IG agenda	Ensure training is developed in accordance with the TNA and the review of training delivery methods.	Secretariat / Council	Initial materials made available at: www.connectingforhealth.nhs.uk/systemsandservices/infogov/policy/resources/training
			Inform the Caldicott community of the training provisions made available to them.	Secretariat	
			Monitor take-up of training.	Secretariat	

Evaluate the training provided to new and existing CGs.	High	To ensure that the training offered is adequate, relevant and up-to-date.	Develop an evaluation form based on ETD personnel advice.	Secretariat	Within IG Training Tool, scheduled for release 2007
		To inform the development of further training.	Make the evaluation forms available to all who have undertaken the training.	Secretariat	Allow three months for responses after release and publication of IG Training Tool
			Collate the responses and feedback to the Council and Caldicott community.	Secretariat	
Key Objective	Priority	Purpose	Work to be done/progress	Lead	Targets and Progress
IMPROVE AND DEVELOP COMMUNICATIONS					
Host a national conference for CGs and others carrying out the Caldicott function.	Medium	To publicise the Council and this work plan, and to inform the Caldicott community and others of progress within NHS CFH, in particular in relation to the NHS Care Record Service.	Make contact with events personnel to determine the options and resources required to host a national conference.	Secretariat	August 2007
			If a conference is feasible, engage/contract events personnel.	Secretariat / Council	November 2007
			Publicise the conference to the Caldicott community.	Secretariat / Council	2007
Publish a quarterly newsletter (The Caldicott Guardian).	High	To inform the Caldicott community of current issues and new developments.	Provide a first draft for discussion and circulate before the next meeting of the Council.	Secretariat	Fourth edition published May 2007
			Review the newsletter and send comments and suggestions for improvement to the Secretariat.	Council	Completed
			If necessary amend the newsletter based on comments and suggestions.	Secretariat	Completed
			Place final version on the Caldicott website and circulate email to CGs advising them of publication.	Secretariat	Completed
Develop a UK Council of Caldicott Guardians website.	High	To inform the Caldicott community of the work of the Council, training opportunities, resources and links to other	Minutes, agendas, membership and the Constitution of the Council are now available on the IG Policy site of the NHS CFH website	Secretariat	June 2006 www.connectingforhealth.nhs.uk/systemsandservices/infogov/policy/caldicott

		sites of interest.			
Set up a Caldicott Guardian email distribution list.	High	To notify the Caldicott community of important and time-limited issues.	An emailing list for Caldicott Guardians and others has been compiled and is maintained by the Secretariat.	Secretariat	Completed
Consider setting up a discussion forum or special interest group.	Medium	To develop a forum for Caldicott specific issues to be confidentially discussed.	Determine whether there is interest in such a group.	Secretariat	Sept 2007
Key Objective	Priority	Purpose	Work to be done/progress	Lead	Targets and Progress
PROVIDE ACCESS TO ADVICE AND GUIDANCE					
For all CGs to be fully informed of the scope and extent of the Caldicott function.	High	To provide up-to-date advice about the Caldicott function.	Assist in the review and update of the NHS and Caldicott Manual.	Council	Completed
			Obtain a first draft of the NHS Caldicott Manual for discussion at the next Council meeting.	Secretariat	Completed
			Assist in the review and update of the Social Care Caldicott Manual.	Council	Work plans are being drawn up following a social care workshop held June 2007
			Review NHS Caldicott Manual and send comments to the Secretariat.	Council	Completed
			Revise NHS Caldicott Manual as necessary and publish on the Council website.	Secretariat	Published October 2006, available at: www.connectingforhealth.nhs.uk/systemsandservices/infogov/policy/resources/new_guidance/caldicott_2006.pdf
To develop a 'Useful Links' page for the website.	High	To ensure that all CGs are aware of the guidance available from other sources.	Seek information about guidance that has been useful to CGs.	Secretariat	August / Sept 2006
			Review the guidance to ensure it remains relevant and up-to-date.	Secretariat / Council	On – going
			Where possible, place the link to appropriate		On – going

