

## **RECORDS MANAGEMENT, RECORDS AUDIT AND DATA QUALITY**

This important area of information governance is the subject of the day, with cases scenarios and key guidance plus tools for carrying out audit. It is supplemented with an e-learning segment, available as part of the training, via a link on our website.

### **9.30 Welcome and Introduction**

- Objectives
- Overview

### **9.40 Background to Data Quality**

- What is Data Quality?
- High Quality Data
- The Legal Framework: Confidentiality, Data Protection, Freedom of Information
- Codes of Practice
- NHS Requirements: Connecting for Health and the IG Toolkit, IQAP
- Cases and Scenarios

### **10.30 Key Issues**

- Anonymisation and Pseudonymisation
- NHS Number
- Audit and Review
- Function Creep
- Databases
- Summary Care Record Advisory Group
- Data Mining
- Recording Information

#### **The use of NHS number in Data Quality-strategic and operational issues**

- Processes and Systems
- Checking and Audit

### **11.00 Coffee**

### **11.15 Data Cleansing**

**Implementing a pro-active approach to ensure data quality**

### **12.30 Lunch**

## 13.00 Records Management

### Background to Records Management

- Central importance for FOIA 2000, DPA 1998, EIR 2004 & compliance
- Legal and professional responsibilities
- Corporate Governance and Business Continuity
- Public Records Act
- The Keeper of the Public Records and The National Archives
- Policies and procedures
- ERMS
- Cases and Scenarios

### The Records Lifecycle

- What is a record?
- Opening and Closing Records
- Appraising and Archiving
- Places of Deposit
- Secure Disposal

### Issues in relation to:

- Corporate Records
- Health Records
- Electronic and Paper Records

### What are the requirements for Records Audit?

- Key Issues
- objectives of a records audit
- national and industry sector standards
- data quality

## 15.00 Tea

### 15.15 Methods of collecting data

- Face to face
- Survey template
- Viewing
- Pros and cons
- Worked examples
- Sample Sizes

### The process of carrying out an audit

- project design and management



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- the key issues
- best practice

**Analysing the data**

- writing up the audit
- reviewing and putting into action the conclusions
- worked examples
- best practice

**Designing and using audit tools**

- objectives
- examples of templates for use in your organisation
- preparatory work for introducing the templates
- worked examples
- best practice

16.45 Close