Reference Number:	FOI/2020/219
From:	Other
Date:	06 August 2020
Subject:	Information Functions

Q1   What types of services are covered by your organisation? For example acute/community/multiple sites.

A1   Information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

        This information is available on our website – www.lhch.nhs.uk

Q2   Does your organisation have a central information function?

A2   Yes

Q3   If yes please provide an organisational chart for the function. Please include job titles, number of whole time equivalents and AfC bands.

A3
- Information & Performance Manager, Band 8a, 1.0 WTE
- Senior Information Analyst, Band 7, 1.0 WTE
- Information Business Partner, Band 7, 3.0 WTE
- Operational Information Analyst, Band 6, 3.0 WTE
- Corporate Information Analyst, Band 6, 1.0 WTE
- Workforce Information Analyst, Band 6, 1.0 WTE
- Junior Information Analyst, Band 5, 1.0 WTE
- Junior Information Analyst, Band 3, 1.0 WTE

Q4   Please list the core objectives of the function

A4
- The appropriate application of BI - The right systems, information and competencies across the organisation to use BI effectively
- Digital enablement - promoting and supporting the Trust's administrative and clinical systems
- Data Quality Strategy - to strive to achieve the highest quality of data available for decision-making across the Trust
- Unified communications - A BI function that supports staff in our business of caring, valuing engagement with operational and clinical staff
- To ensure that informatics outputs underpin decisions made by individuals, teams and leaders - A new integrated data warehouse and more innovative information and BI solutions, including an enhanced self-serve information portal
- Skills development - Recruitment & Retention Strategy, departmental and personal development opportunities
- Governance - Implementation of a structured governance process to review and manage risks

Q5   How many hospital systems does the organisation utilise, and which systems does the information function provide reporting from? (For example PAS, Radiology etc.)

A5   EPR, PAS, CRIS, Datix, ESR, SCR, In house software solutions

Q6   Does the function have a regular training plan to support personal development and what kind of training does this cover? (For example in-house/External/SQL/SPSS etc.)

A6   Yes, each individual has a development discussion as an integral part of their appraisal. Departmental development is linked with the achievement of Excellence in Informatics levels from the Skills Development Network

Q7   Does the function offer a 7 day service and if so is this contracted? (For example to allow mandates such as the daily sitrep/discharge sitrep to be completed at a weekend.)

A7   7 day service is only instigated where required, such as the current context which requires weekend Situation Report returns for COVID

Q8   Does your organisation have an EPR, if so which one?

A8   Yes, name information exempt under Section 21 of the Freedom of Information Act 2000 - 'Information reasonably accessible to the applicant by other means'.

       This information is available on our website, it can be found in our 2019 Disclosure Log, please see FOI Request Ref: 029:
       http://www.lhch.nhs.uk/about-lhch/information-governance/freedom-of-information/disclosure-logs/

       Enter the year into the Category field and reference number into the Title field then click Search. Select Download to open.

Q9   Does your organisation have a desk top reporting solution and if so what is it and how long has it been in place? If you don't have one, what software is used to provide organisational reports?

A9   Microsoft SQL Server Reporting Services, locally web-hosted and has been in place for around 5 years

Q10   Do you have a data ware house and if so how long has it been in place, was it a bought-in solution or was it developed in-house? If it was a bought-in solution, which solution is it?

A10   Team is separate (Data Management and Development)
       Head of Data, Band 8b, 1.0 WTE
       Senior Data Warehouse developer, Band 7, 2.0 WTE
       Data Warehouse developer, Band 5, 1.0WTE

Q11   If yes, do you have staff dedicated to the data warehouse and are they part of the information function or do they sit elsewhere? If elsewhere (and not covered in the organisational chart in Q2) please provide job titles, number of WTEs and staff bands.

A11   Head of Data, Band 8b, 1.0 WTE
       Senior Data Warehouse developer, Band 7, 2.0 WTE
       Data Warehouse developer, Band 5, 1.0WTE

Q12   Does your organisation have staff providing information reports who sit outside of the central information function? If so, please explain the kind of areas they sit (e.g. HR, Cardiology, Critical Care) and the reason they are not within the central function.

A12   All clinical functions may have a requirement to provide information reports for clinical or professional requirements, they are not necessarily information professionals who would be considered for a central team