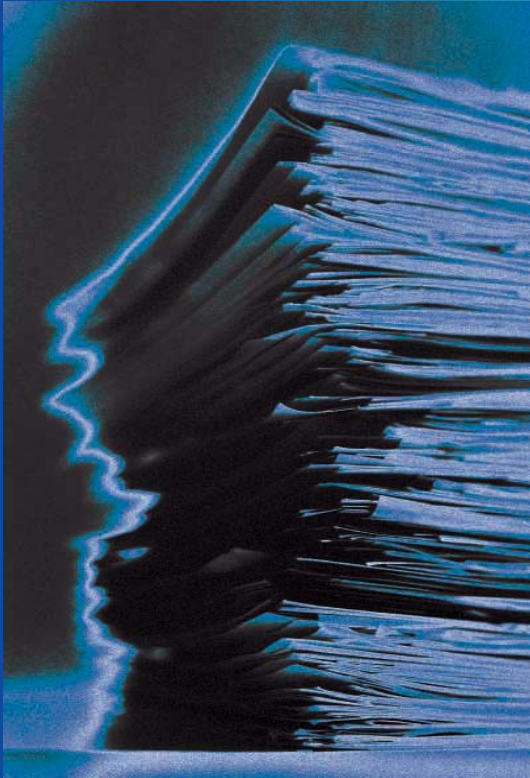


Good Management, Good Records



**Guidelines for Managing Records
in Health and Personal Social Services
Organisations in Northern Ireland**

Good Management, Good Records

Background:

- NI Audit Office Report – Compensation payments for clinical negligence (2002)
- Good Management, Good records published 2004

Good Management, Good Records

- Developed in conjunction with PRONI
- Provides guidance on records management
- Advises on minimum retention periods

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- Information Governance Advisory Group
- Regional Records Management Working Group
- Regional records management policies and strategies

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This forum provides:

- Clarification of the records manager role
- Ongoing approval of the document
- Identification of problems

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- Review of GMGR is now being taken forward as part of the Department's Information Governance Project
- Update document
- Provide solutions to problems identified

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HOW?

- Project Team
- Members of the Regional Records Management Working Group
- PRONI
- Advice from Solicitors and Professionals

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- Obtained updated advice from GB
- Considered all the queries on the existing document
- Identified means of addressing problems
 - Ownership by professionals
 - Application to all record types

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Consultation through engagement with –

- Medical professionals
- New stakeholders (eg prisons)
- Other groups whose remit involves Records Management

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Consultation through continual assessment with

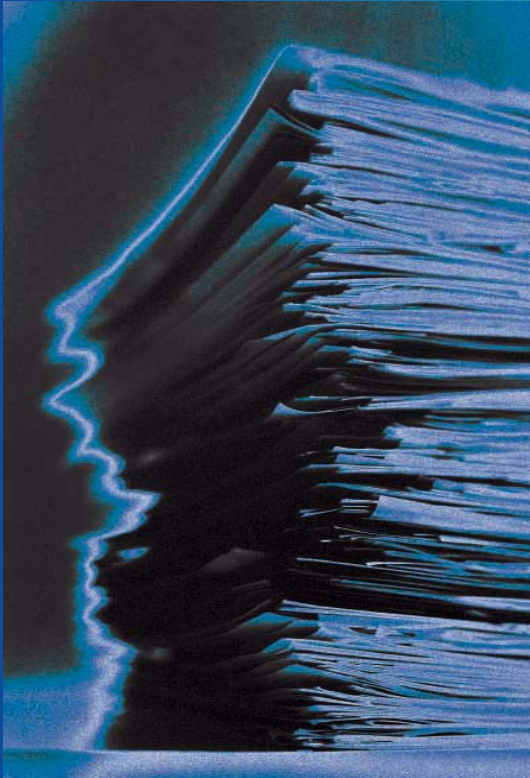
- PRONI
- Project Team

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The next Steps –

- Draft by end of March
- Quality Assurance
 - Department
 - HSE family
- Publish before end of 2010

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