

Position Paper:

Subject: Review of hard copy information under the control of the Medical Director. Ensure appropriate cataloguing, retention and disposal of files under the control of the Medical Director in light of the inquiry into contaminated blood. Records will be reviewed assessed and either retained for the inquiry or disposed of in line with NIBTS IG004 and Retention and Disposal Guidelines.

Issue: Infected Blood Inquiry and pre-existing commitment to ensure all paper files held by the Medical Director are retained as necessary or where appropriate disposed of in line with NIBTS disposal guidelines.

Scale of issue:

Plant room:

4 drawer filing cabinets x18

Oasis record storage boxes x 69

Box files x 53

Large storage boxes x 4

Photocopy boxes x 4

Small double-door cabinet x1

Medical Directors Office:

TBC

Security of information:

Immediate Steps will be taken to ensure all cabinets and boxes are security taped and catalogued by 27/07/18.

Scope: All files under the control of the Medical Director held in the plant room and the MD office.

Role of Medical Director: To provide expert advice as and when required on Medical information issues to the IGO in relation to queries regarding content and relevance of records

Role of IG Officer:

To provide advice and assistance to administrative staff as and when required. To act as a focal point for any queries in relation to the project.

Role of administrative staff: Therese and Elaine (anticipated 2 staff hours TBC):

To systematically review and retrieve information held by the MD in the plant room and MD office to ensure correct retention and disposal of information.

Role of Head of HR&CS and CE:

To provide support and oversight on progress via monthly meeting with IGO.

Timelines: TBC – exercise will be undertaken 01/08/18 to assess approximate average time required to retrieve review and assess per drawer/box at which point projected timelines can be put in place.