Ref. No:	0673
Date:	09/02/24
Subject:	Structure (Access, IG and Medical Records)

REQUEST

Can you please provide the following information:

1. **Job descriptions and Bands for Records Management Department staff?**

2. **Job descriptions and Bands for Access to Records Department staff?**

3. **Job descriptions and Bands for Information Governance Department staff?**

4. **Can you also please provide a structure for these teams and how many staff you employ in each team?**

RESPONSE

St Helens and Knowsley Teaching Hospitals NHS Trust and Southport and Ormskirk Hospital NHS Trust became a single legal entity known as Mersey and West Lancashire Teaching Hospitals NHS Trust on 1st July 2023, as such parts of the response may be provided in two sections relating to the hospital sites of each of the legacy organisations.

1. **Job descriptions and Bands for Records Management Department staff?**

   St Helens and Knowsley:

   Health Records Manager (1 WTE – Band 7)
   Health Records Supervisors (2 WTE – Band 3)
   Health Records Driver (1 WTE – Band 2)
   Health Records Clerks (41.36 WTE – Band 2)

   Southport and Ormskirk:

   Medical Records Manager (1 WTE – Band 6)

Medical Records Senior Supervisor (1 WTE – Band 4)
Medical Records Scanning Supervisor (1 WTE – Band 3)
Medical Records Clinic Prep Supervisor (1 WTE – Band 3)
Medical Records Document Scanner (13.5 WTE – Band 2)
Medical Records Clinic Prep (8 WTE – Band 2)

2. **Job descriptions and Bands for Access to Records Department staff?**

   St Helens and Knowsley:

   Legal Services Manager / Access to Health Records Lead (1x Band 6)
   Legal Services Administrator (3x Band 3)
   Access to Health Records Officer (3x Band 3)

   Southport and Ormskirk:

   Access to Health Records Clerks (2.2 WTE – Band 3)

3. **Job descriptions and Bands for Information Governance Department staff?**

   AD to Head of Risk Assurance & Data Protection Officer (1x Band 8B)
   Information Governance Lead & Deputy Data Protection Officer (1x Band 8A)
   Information Governance Lead (2x Band 7)
   Senior Information Governance Officer (2x Band 6)
   Information Governance Officer (3x Band 5)
   Freedom of Information Officer (1x Band 4)

4. **Can you also please provide a structure for these teams and how many staff you employ in each team?**

   Please refer to the previous responses, which are ordered by seniority.