

Dear

I am writing to respond to your request sent on the 10th November 2016. OUHFT can confirm that it holds the data that you requested.

1. In your IG Toolkit return of 31st March 2016, what was the level of compliance you recorded with respect to percentage of staff who have completed the mandatory IG training (IGTK req. 112).

97%

2.

a. Which staff groups did you include (e.g. bank, agency, fixed term contracts, secondments, volunteers etc)? Please list.

All staff listed on the electronic staff record, this will include staff on secondment, fixed-term contracts and staff with honorary contracts.

b. Which staff groups did you exclude (e.g. bank, agency, fixed term contracts, secondments, volunteers etc)? Please list.

Bank and agency staff undergo training provided by their agency. Many of these staff will also be substantive Trust staff who will undergo IG training for their original job role.

c. Did you exclude staff who have left the Trust within the year (e.g. on long term sick, maternity leave etc)? Please list.

No

3. How did you calculate the final figure? For example, please state if you calculated over a period of time, or if it was a point in time and whether staff who are no longer counted at the end of the year (i.e. leavers, staff on long term sick) are subtracted from both numerator and denominator.

The Trust training system provides data at a point in time.

4. Did you use any electronic system(s) to record training compliance? If so, which.

A system called eLMS which is linked to ESR.

5. Did you use any estimations in your figures? If so, what did you base your estimations on?

No

6. Which job role was responsible for calculating compliance?

IG Team

7. Which job role was responsible for signing off compliance?

SIRO

8. Please describe the IG training offerings in your organisation (e.g. face-to-face, bespoke online tool, HSCIC's online IG Training Tool)

Face-to-face, bespoke online tool, HSCIC's online IG Training Tool

Yours sincerely,