HEALTH INFORMATION INFRASTRUCTURE PROTECTION

(HIIP) WORKING GROUP

TERMS OF REFERENCE

COP421

LINK TO POLICY

LINK TO PROCEDURES & FORMS

1. Introduction

This working group is mandated by DoH Abu Dhabi Healthcare Information and Cyber Security Standard (DoH ADHICS) and acts as a coordinating body with information security sector regulator (DoH), Information Security Governance Committee, and stakeholder activities related to information security.

2. Scope

This working group will discuss matters relating to or impacting Information security.

3. Purpose

The purpose of this working group is to ensure that suitable information security policies are in place, monitor and audit information security activities, and ensure processes related to information security are followed to ensure compliance with DoH ADHICS.

4. Members

Chair	CFO (Chief Information Security Officer) or his delegate
Vice Chair	Medical Director
Member	HR & Corporate Services Manager
Member	Supply Chain Manager
Member	IT Manager
Member	Operations Manager
Member	QHSE & BC Manager
Member	Clinical Governance and Audit Officer
Member	Information Security Specialist
Secretary	QHSE Coordinator
Other Expert attendees	To be invited as required

5. Key Functions

Key functions of the working group include:

- Developing Information Security policies and ensuring their compliance with the principles approved by the Information Security Governance Committee;
- Coordinating and managing the Information Security initiatives and its control demands;
- Periodically reviewing the Information Security policies to ensure the efficiency and effectiveness of control/risk environment and recommending improvements where necessary;

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- Reviewing and monitoring compliance with the policies and assisting in Internal Security audit and self-assessment processes;
- Identifying significant trends and changes in information security risks and, where appropriate, proposing changes to the controls framework and/or policies;
- Reviewing critical security incidents and, where appropriate, recommending strategic improvements to address any underlying root causes;
- Periodically reporting on the status of the security controls to the Information Security Governance Committee and to the Chair of the Abu Dhabi Health Sector HIIP – Workgroup (DoH);
- Report on incidents and misuse to the health information exchange operator, Information Security Governance Committee, and health sector regulator of Abu Dhabi (DoH)
- Conduct Information Security awareness campaign, to enhance Information Security culture and develop understanding of the requirements

The CISO is NA's point of contact to coordinate information security related matters with sector regulator (DoH) [1]

6.   Quorum

There must be a quorum of at least 5 members; this must include one member from the IT department, one member from Clinical Services department, and one member from Supply Chain department.
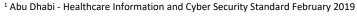
7.   Meeting Frequency

The group shall hold meetings once every quarter, or more frequently as required. Between meetings updates and requests can be sent electronically to all members by the Chair/Vice chair.

8.   Reporting

The minutes of the meetings will be stored in the N drive; members will be notified of the relevant folder, minutes must be made available to attendees and the Information Security Governance Committee members as requested.

9.   Lifecycle and Evaluation

The working group has an ongoing lifecycle with a review of its purpose and functions at least annually.

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[1] Abu Dhabi - Healthcare Information and Cyber Security Standard February 2019

DOCUMENT CONFIGURATIONS CONTROL DATE

A review and update of this document will take place as necessary, when changes occur that identify the need to revise this document such as changes in roles and responsibilities, release of new legislative or technical guidance, or identification of a new policy area.

This document ownership for editing is identified as:

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	October 2020	New document
2	May 2021	Change the frequency from monthly to once every two months
3	November 2021	change the frequency from every two months to once every quarter

CEO Approval

Board Member Verification