**Data Governance Framework
Riverwood Health Clinic**

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Data Governance Framework: Riverwood Health Clinic

1. Mission and Vision

- **Mission**: To establish a robust, secure, and compliant data governance strategy at Riverwood Health Clinic, focusing on improving patient outcomes and operational efficiency through high-quality data management.
- **Vision**: To create a data-driven culture where data is treated as a valuable asset, consistently managed and used to drive clinical and administrative decisions.

2. Scope

- **Data Types**: Clinical records, patient billing information, appointment scheduling data, lab results, and internal administrative data.
- **Departments**: Clinical, IT, Billing, Administrative.
- **Applicable Laws**: HIPAA, local healthcare regulations.

3. Roles and Responsibilities

Role	Responsability
Data Governance Council	- Oversees the entire governance process and makes high-level decisions. Comprised of executives, department heads, IT, and legal advisors.
Data Owners	- Senior department heads responsible for the integrity of specific data sets (e.g., clinical, billing).
Data Stewards	- Operational managers who handle day-to-day management of data, ensuring data quality, security, and compliance.

IT Department	
	● Maintains the infrastructure, data access, and data protection measures.

Governance Flowchart
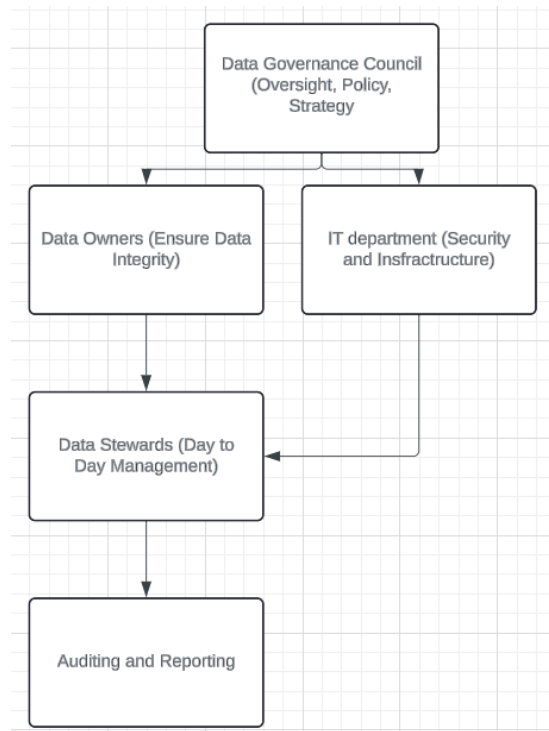
This diagram shows the flow of governance responsibilities from the Data Governance Council down to operational roles, ensuring data quality, integrity, and security.

4. Policies and Standards

- **Data Quality**: Ensuring completeness, accuracy, and consistency of patient data. Regular audits are to be conducted.
- **Security**: Implementation of role-based access control, data encryption, and two-factor authentication for all access to patient information systems.
- **Metadata Management**: Maintain a data dictionary that standardizes definitions across the organization.
- **Compliance**: Adherence to HIPAA and other applicable healthcare regulations to ensure legal data handling.

5. Governance Structure

- **Data Governance Council Meetings**: Quarterly reviews of data quality reports, security audits, and any regulatory changes.
- **Data Stewards Committee**: Monthly updates on data handling, quality issues, and training needs for clinic staff.

6. Compliance and Security Measures

- **HIPAA Compliance**: Ensure all data handling meets privacy and security guidelines.
- **Regular Security Audits**: Regular audits of data systems and access logs to mitigate risks of breaches or unauthorized access.
- **Incident Response**: A clear process for reporting and addressing data breaches.