

Words Worth Reading Ltd



Healthcare Support Services: IG

We work with health and social care providers, supporting their documentation and compliance needs. Our services include; bid writing, funding proposal completion, policy and procedure creation, CQC registration and Information Governance.



IG Toolkit and Audit

- Creation of all required documents; policies, procedures, training packages, forms and templates
- Drafting responses to each appropriate level within each indicator
- Uploading evidentiary documents into the IG Toolkit system
- Uploading responses into the IG Toolkit system
- Submitting the Toolkit

Information Governance

It is a requirement of most standard NHS contracts, and particularly within Any Qualified Provider (AQP) agreements, that organizations that hold, process or use sensitive or personal data that relates in some way to the NHS have completed the Information Governance (IG) Toolkit.

Words Worth Reading Ltd supports all organizations that need to complete the IG Toolkit. We generally work with small or medium sized organizations which recognize the efficiency and cost saving in outsourcing this task.

We manage the entire Information Governance Toolkit submission. This includes; creating supporting documentation, drafting indicator responses and completing the toolkit upload.

What are the key benefits of using this service?

- We have a 100% success rate in terms of achieving a satisfactory toolkit publication for all of our clients (Level 2).
- We focus on “doing” as oppose to telling you what you need to do.
- As a creative organization, we bring presentation and design awareness to all policies and procedural documents.
- We have a dedicated health and social care team.
- We specialize in working with independent health and social care providers, and the voluntary sector – we are therefore accessible to all organizations, no matter how small.
- We often deliver our services remotely, keeping costs competitive and ensuring that resource input from your organisation is minimal.

