

Ref: FOIA Reference 2019/20-140

Royal Stoke University Hospital
Quality, Safety and Compliance Department
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 17th June 2019

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 12th June 2019 requesting information under the Freedom of Information Act (2000) regarding Policies and Guidelines development.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

*Please note that the following information refers to Royal Stoke, County Hospital and other Trusts which are supplied the guidelines nationally on a subscription basis only

Q1 How many Policies and Guidelines do you have?

- a. **Clinical**
- b. **Non-clinical**

(Or total number if you cannot separate them out)?

A1 At UHNM see below for Policies and Guidelines:

- a. Information for Clinical Guidelines produced by Bedside Clinical Guidelines Partnership
 - i) Seven specialist sets produced
 - ii) Across the 7 sets produced there are a total of 622 individual guidelines
- b. 217 policies (Trust wide policies = total)

Q2 How are Policies and Guidelines approved by your Trust?

- a. **a single dedicated group/panel e.g. a corporate review panel/committee for approving Policies and Guidelines?**
- b. **or several groups**
- c. **or something else?**

A2 Please see attached policy (a and b) (See Appendix 1 and Appendix 3 on the attached Policy - G01 Development and Control of Policies and Procedures)

c) The guidelines produced by the Bedside Clinical Guidelines Partnership are produced using specialist authors, specialist editors and reviewers and approved via editorial board.

Q3 What is your standard review period for Policies and Guidelines? Is it the same for all documents? (E.g. 3 years)

A3 Guidelines produced by Bedside Clinical Guidelines Partnership are reviewed either annually or 2-yearly depending upon the speciality. Policies are reviewed every 3 years. New policies have a review after 1 year, and then every 3 years as standard.

Policies will also be reviewed at any time that new national legislation / guidance is issued

Q4 Which (if any) of your Policies and Guidelines are directly approved by your Trust Board?

A4 The guidelines produced by the Bedside Clinical Guidelines Partnership are not approved at Board level, but through a rigorous editorial process.

Trust-wide policies are approved by Executive Board members via the Trust Executive Committee.

Q5 Could you provide a template of your format for policies/guidelines along with any consultation proforma used?

A5 Attached is the basic template for a new guideline for consideration for inclusion within the Bedside Clinical Guidelines Partnership sets. Also please see Appendices 4, 5 and 6 on the attached Policy - G01 Development and Control of Policies and Procedures

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are

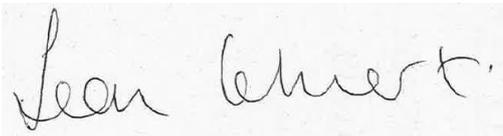
still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 676474.

Yours,



Jean Lehnert
Information Governance Manager