



Ref: FOIA Reference 2018/19-554

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

Date: 8th January 2019

Tel: 01782 676474
Email FOI@uhn.nhs.uk

Dear

I am writing in response to your email dated 17th December 2018 requesting information under the Freedom of Information Act (2000) regarding checklist.

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.

Q1 Please could you provide details of checklist etc. for patients when they are undergoing discharge to an outpatient from a ward for example the Cancer Centre if they are deemed to be terminally ill and are under the age of 25. Please could you give details of?

- **Checklist details, e.g. what the checklist would cover**

A1 Please see attached document.

Q2 When these details would be covered with the patient e.g. before, during or after discharge?

A2 Discharge planning starts at admission to ensure a timely discharge and that all relevant services are in place.

Q3 Which area would be responsible for undertaking the task and if more than one area is responsible for which part of the task (if so please indicate)?

A3 We are unable to split this down as every discharge is unique to each patient and there can be many categories and health concerns to a discharge, which different services have responsibilities for.

Q4 Which area is responsible for ensuring that all parts of the checklist have been completed and by when?

A4 It is generally the nurse discharging patients that checks the check list with patient/family or whom needs to be involved.

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

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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,



Leah Carlisle
Deputy Head of Quality, Safety & Compliance



University Hospitals
of North Midlands
NHS Trust

