



Ref: FOIA Reference 2018/19-543

Royal Stoke University Hospital  
Quality, Safety and Compliance Department  
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Stoke-on-Trent  
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Date: 10<sup>th</sup> January 2019

Tel: 01782 676474  
Email [FOI@uhn.nhs.uk](mailto:FOI@uhn.nhs.uk)

Dear

I am writing in response to your email dated 10<sup>th</sup> December 2018 requesting information under the Freedom of Information Act (2000) regarding policies, procedures, processes and guidance.

On 18<sup>th</sup> December 2018 we contacted you via email as we required clarification on what you meant regarding a cancer related transplant, is this a transplant of an organ due to having cancer in the organ to be replaced, or is this a required transplant due to organ failure due to cancer treatment?

On 1<sup>st</sup> January 2019 (received into our office 2<sup>nd</sup> January 2019) you replied with the following:  
*"Stem cell transplant"*

As of 1<sup>st</sup> 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 supply policies, procedures, processes, guidance or any other relevant information regarding:**

**The monitoring, reviewing, and communication of medication/results/progress/pathway of patients on short term discharge when awaiting a cancer related transplant between more than one hospital.**

**Specifically focussed on when more than one hospital is involved and the liaison between NHS establishments such as hospitals, GP practices and the patients themselves (document versions to cover summer 2018)**

**A1** There is no specific SOP in existence for this specific purpose for haematological malignancies but this will be covered by various processes and guidance in existence for appropriate follow-up of results and communications between various teams.

For patients with haematological malignancies, the follow-up arrangement is dictated by the relevant malignancies. Between chemotherapies many patients are discharged and attend haematology day unit on regular basis for blood tests and nurse led reviews as needed. These results are followed up by Specialist nurses for the patient group (for patients on transplant pathway this will be transplant clinical nurse specialist, cross cover provided by rest of the CNS team). They will act up on the result or escalate to relevant consultants or specialist registrar

depending on the complexity of the issue. There is always a senior doctor available at all times as needed. Many of these results will be acted upon by UHNM including relevant transfusions and further investigations (these will follow the relevant pathways – for e.g. transfusions will be according to transfusion policy). If these results will influence the transplant pathway – for example transplant work up results, the results will be forwarded to Bone Marrow transplant (BMT) coordinators at the transplant centre by UHNM Transplant Clinical Nurse Specialist (CNS).

Once patients have been admitted for stem cell transplant, the primary centre for their care will be the relevant transplant centre who has the responsibility to manage any complications. In this scenario, all the care will be delivered at the relevant transplant centre and UHNM's role is limited to executing specific procedures/ interventions upon request from the transplant centre. For example, transfusion of a specific blood product on a specified day. Instructions for this will be via BMT coordinators at transplant centres to either Haematology day unit or Transplant CNS.

There are various channels of communication in existence;  
Initial referral is via letter/ e-mail or phone conversation followed by letter between UHNM consultants to transplant consultant.

Following this, the primary coordinating role is between Transplant CNS and BMT coordinators of transplant centre. These are the relevant team members whose role is to maintain communication/ co-ordinations between centres. The communication is primarily via phone calls and e-mails, and less often fax and letters

If there are clinically important questions or queries these are by direct communication between UHNM Consultants and transplant centres' Consultants (phone call, e-mails, fax and letters). We do have excellent working relationship with our two transplant centres namely University Hospital of Birmingham and Christie Hospital – This means direct phone calls between consultants is more often the modality of communication in these instances.

Communications between hospitals via phone call etc. are shared within UHNM teams by various means including e-mails, weekly ward round discussions, iPortal notes and direct phone call between team members.

Any results that will influence transplant pathway or will influence patient care will be communicated through either between transplant co-ordinators or the clinicians between the centres. Depending on the occasion, the relevant hospitals may undertake confirmatory tests to ensure the results are as comprehensive as they can be prior to further discussions/ communications. There is an element of clinical judgement to this.

\*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](http://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**