



Ref: FOIA Reference 2023/24-107

Date: 3<sup>rd</sup> July 2023

Email [foi@uhn.nhs.uk](mailto:foi@uhn.nhs.uk)

Dear

I am writing to acknowledge receipt of your email dated 23<sup>rd</sup> May 2023 requesting information under the Freedom of Information Act (2000) regarding paper records.

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 Would you be able to confirm if:**

**Paper notes/drug charts are used anywhere in the Trust, alongside electronic paper notes/drug charts?**

A1 Paper notes are used in the oncology and haematology areas alongside the electronic Chemo charts (MedOnc). There are a number of areas within the trust which are now using electronic notes, but remain on paper charts such as AMU.

**Q2 If so, are there any plans to migrate away from paper to electronic? If not, how often is the decision reviewed?**

A2 This is being reviewed on a regular basis and is discussed monthly at the trusts IM&T / Clinical digitalisation group meetings.

**Q3 If so, does the Trust keep track of serious incidents etc. related to paper specifically eg misreading of handwritten comments/doses?**

A3 This is monitored through the Datix system

**Q4 How many incidents happened within the last year (or period the Trust tracks)?**

A4 From 01/04/2022 – 30/04/2023 = 299 incidents

**Q5 If not, how long ago did the Trust migrate away from paper notes?**

A5 The Trust has been gradually migrating from paper records since 2005 at Royal Stoke and 2013 at County Hospital where legacy records were scanned. Paper records are still in use in inpatient settings but have been paperless in Outpatient clinics since 2019

\*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 671612.

Yours,





University Hospitals  
of North Midlands  
NHS Trust

**Rachel Montinaro**  
Data Security and Protection Manager - Records

