



Ref: FOIA Reference 2023/24-799

Date: 29th February 2024

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 20th February 2024 requesting information under the Freedom of Information Act (2000) regarding policy

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 Who holds Trust wide responsibility for the maintenance of procedures and policies

A1 Please note these answers are only in relation to Trust Wide Policies which are maintained by the Corporate Governance Department. Procedures are held locally by relevant teams / wards / departments.

Q2 What digital tools does the trust use for the staff to reference these procedures and policies - ie - intranet

A2 Intranet.

Q3 How does the trust record that staff have read and comply with the procedures and policies

A3 There is no formal system in place; however updates on recently ratified/amended policies are disseminated via communications on a monthly basis. Managers are responsible for ensuring that staff are aware of their responsibilities and any changes.

Q4 Which tools are used for on-boarding new staff in relation to reading procedures and policies

A4 Corporate Induction checklist contains references to key policies

Q5 How do the heads of department monitor that clinical and non clinical staff have read/understood mandatory procedural updates

A5 Please refer to Q3. No formal system in place; however policy updates are disseminated via the monthly online update. Managers are responsible for ensuring that staff are aware of their responsibilities and any changes.

*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.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records



University Hospitals
of North Midlands
NHS Trust

