



**University Hospitals
of North Midlands**
NHS Trust

Ref: FOIA Reference 2018/19-722

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

Date: 8th March 2019

Email foi@uhnm.nhs.uk

Dear

I am writing in response to your email dated 26th February 2019 requesting information under the Freedom of Information Act (2000) regarding inpatient transfer procedures.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) 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 We appreciate NHS organisations are very busy but would value your cooperation with the following request. We would appreciate if you could send in electronic format the following documents which you may have in operation in your organisation:

- **In-patient Falls Policy or Fall Prevention Policy**
- **Falls Assessment and Care Plan**
- **Policy for management of slips, trips and falls**
- **Policy for intra-hospital transfer of in-patients e.g. Intensive Care Unit to Imaging Department, etc.**

We appreciate that in some organisations these documents will be separate and in others incorporated in a global policy document with elements appearing as appendices. We would value receiving the full complement of policies, guidance, plans and procedures and assorted reporting documentation in operation in your organisation.

A1 Please refer to the attached documents.

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

UHM 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.

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<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.

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