

Tuesday 1 April 2025

***Request under Freedom of Information Act 2000***

Thank you for your request for information which we received on Tuesday 25 March 2025. I am pleased to confirm the following.

**Who holds trust wide responsibility for the maintenance of procedures and policies?**

Kate Jarman, Chief Corporate Services Officer

**What is their name and email address?**

[Kate.jarman@mkuh.nhs.uk](mailto:Kate.jarman@mkuh.nhs.uk)

**What digital tools does the trust use for the staff to reference these procedures and policies? - i.e. – intranet**

RADAR risk management system

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

RADAR

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

Local induction

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

Quality visits / staff surveys for key policies

**How many staff have accessed your NHS Intranet in the past year?**

Due to security restrictions, we are unable to access analytics for the intranet.

If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received,

you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely

Freedom of Information Team Lead  
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

Any re-use of this information will be subject to the  
'Re-use of Public Sector Information Regulations' and best practice.