

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on Tuesday 20nd February 2024. I am pleased to confirm the following.

1. Who holds trust wide responsibility for the maintenance of procedures and policies.

This is recently moved over (February 2024) to the Head of Quality Improvement who in turn reports to the Chief Corporate Services Officer.

2. What digital tools does the trust use for the staff to reference these procedures and Policies.

The Trust are transitioning from using SharePoint as a document management system onto the Radar Risk Management system.

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

This is dependent on the policy, but may include circulation by email; signing to confirm the policy has been read/ understood; and audits to ensure compliance.

4. Which tools are used for on-boarding new staff in relation to reading procedures and Policies.

Trust and local (ward/ department) induction.

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

As question 3.

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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 Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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