

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 23 October 2019.

I am pleased to confirm the following.

How do you manage your policies, (keeping track of when they need reviewing, which ones have been published etc.) Do you manage them manually or do you use some sort of software?

Our policies and guidelines are managed through Microsoft SharePoint, a web-based collaborative platform, accessible to all staff via the Trust's intranet.

A report is routinely pulled to identify policies/guidelines that are due a review in six months' time and, based on this information, authors are contacted by the Clinical Governance & Risk Management Department and asked to begin the process. All policies and guidelines are expected to be reviewed every 3 years. Enclosed is a flow-chart outlining our approval process and there is no doubt that a considerable amount of time is spent in manually chasing documents through to the publication stage.

You are advised that this information is provided in accordance with the Freedom of Information Act 2000 and is for your personal use. Any re-use of this information will be subject to copyright and the Re-Use of Public Sector Information Regulations (1st July 05) and authorisation from Milton Keynes Hospital NHS Foundation Trust will be required. In the event of any re-use, the information must be reproduced accurately and not used in a misleading manner.

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

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