**FOI 5282**

* **Do you use a Document Management System (DMS) or other filing system (e.g. shared drive) to store and control your Trust documents? The Walton Centre NHS Foundation Trust do use the above**

**Section 1 - DMS**

* **If you have a DMS, how much was installation and how much does this cost the Trust annually? Installation £37,470.69, annual approx. £2,500 exVAT.**
* **Does your system require you to buy licences in order to use the system? If so, how many licences do you have and how much did these cost? No licenses required, developed in-house.**
* **How many staff do you have in your Trust and do they all have access to the DMS? Approx. 1500 staff, Not all staff have access as this is provided according to role so clinical and administration teams have access.**
* **If you have a DMS, what functionality does the system have and what does your Trust use it for? Read only function to search & view electronic casenote**

|  |  |  |
| --- | --- | --- |
| **Function** | **Used by Trust** | **Available but not used** |
| **Storage** | Y |  |
| **Version Control** | N | N |
| **Archiving/Deactivation** | N | N |
| **Organisation (i.e. as a document filing system organised into type of document such as policies, procedures, strategies etc)** | Clinical documents only |  |
| **To give all staff access to Trust documents** | Not all staff – Job role determined |  |
| **For electronic sign off/approval/ratification of documents** | N | N |
| **To send automatic reminders to authors** | N | N |
| **To produce automatic reports on the numbers and status of documents** | N | N |
| **For auditing purposes (to monitor action plans etc)** | N | N |
| **To raise changes requests and actions for documents and ensure completeness** | N | N |

* **Can your DMS be accessed via mobile devices i.e. mobile phones etc? Can be accessed via BYOD VPN.**
* **Does your system allow you to control the permissions that individual staff have i.e. admin rights, read only access, editing rights etc? System is only read only and access provided per job role. CST alone have some admin functions.**
* **Are these permissions controlled/issued by your Document Management Team? Permissions are controlled via the IT Clinical Systems Team.**

**Section 2 - Other filing system i.e. Shared drive**

* **What system do you use in order to control your Trust documents?   
  File servers / MS Teams & Sharepoint.**

**Section 3 - General**

* **How many members of staff do you have in your Document Management Team? (full time and part time) 4 Full time – CST support other systems also**
* **What agenda for change pay bands are these staff on? Band 2,4,6**
* **How do staff access the Trust documents? Via the in-house developed web-based EPR solution.**