

Date: Thursday, 01st June 2023
Our Ref: MB/CM FOI 5747

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Re: Freedom of Information Request FOI 5747

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 22nd May 2023.

Your request was as follows:

Would you be able to confirm if:

- paper notes/drug charts are used anywhere in the trust, alongside electronic paper notes/drug charts?

[I can confirm that paper notes/drug charts are still in use alongside electronic note/charts here at the Walton Centre.](#)

- if so, are there any plans to migrate away from paper to electronic? if not, how often is the decision reviewed?

[Ye, there are plans to move to digital records in place.](#)

- if so, does the trust keep track of serious incidents etc related to paper specifically eg misreading of handwritten comments/doses?

[Yes. the WCFT use DATIX to records all incidents.](#)

- How many incidents happened within the last year (or period the trust tracks)?

[The WCFT recorded 61 incidents in the last 12 months related to paper records.](#)

- if not, how long ago did the trust migrate away from paper notes?

[N/A](#)

Please see our response above in [blue](#).

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

Please remember to quote the reference number, FOI 5747 in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted by:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Online: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/>

Telephone: 0303 123 1113

Yours sincerely

Mike Burns

Mr. Mike Burns, Executive Lead for Freedom of Information