Reference Number:	FOIAH2324/663
From:	Private Individual
Date:	20 February 2024
Subject:	Policies and procedures - maintenance and compliance

Q1   Who holds trust wide responsibility for the maintenance of procedures and policies

A1   Chief Nursing, Allied Health Professional (AHP) and Experience Officer

Q2   What digital tools does the trust use for the staff to reference these procedures and policies, i.e., intranet.

A2   Bespoke Document Management System on SharePoint, Trust Intranet, iPassport, Emergency Department (ED) Handbook is accessed on SharePoint, K Drive and Easy Access tools i.e., Local Apps.

Q3   How does the trust record that staff have read and comply with the procedures and policies

A3   We don't record this, there is an expectation that staff will read and comply with all trust policies and procedures

Q4   Which tools are used for on-boarding new staff in relation to reading procedures and policies

A4   We don't record this, there is an expectation that staff will read and comply with all trust policies and procedures

Q5   How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates

A5   Mandatory training is captured via the Electronic Staff Record (ESR) and subject experts have responsibility for entrusting the training detail is applicable and up to date with requirements.