

Ref: FOI2016/3142  
Date Received: 30<sup>th</sup> March 2016  
Response Due: 26<sup>th</sup> April 2016

8<sup>th</sup> April 2016

Dear

## INFORMATION REQUEST UNDER THE FREEDOM OF INFORMATION ACT 2000

We are now pleased to respond to your request for information under the Freedom of Information Act.

1. *Does your hospital internally use 'ward-to-ward' and/or 'emergency / critical departments-to-ward' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.*

Yes we have an internal transfer form that is used for transfer between clinical wards / departments  
Please see attachment 1

2. *Does your hospital externally use 'ward/emergency / critical departments-to-other Trusts/nursing home/residential home' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.*

Yes we have a discharge form that we use when transferring patients to nursing or care homes. Please see attachment 2

3. *Please tell me who completes, authorises and signs the empty fields on the ready-made forms in questions 1. and 2. above?*

Nursing staff

4. *If hospital consultant authorises but does not have to sign the ready-made forms in questions 1. and 2. above, where is their authorisation record kept?*

This would be documented in the medical notes

5. *What happens if there is no hospital consultant there in ward/departments to sign the ready-made forms in questions 1. and 2. above?*

The senior doctor in charge of the patients care would complete

6. *What about 'ward/department-to-isolated room' in the ward/department transfers - is there a ready-made form form? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms. Please tell me who completes, authorises and signs the empty fields on this ready-made form? If hospital consultant authorises but does not have to sign the ready-made form, where is their*

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authorisation record kept? What happens if there is no hospital consultant there to sign the ready-made form?

There is no form specific for admitting patients to an isolation room

I hope you find this information useful, however if you are not entirely satisfied with this response please do not hesitate to contact the Information Governance Department on 01257 488271. If we do not hear from you within 28 days we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



**Andrew Foster**

**Chief Executive**

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If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Wrightington Hospital, Hall Lane, Appley Bridge, Wigan, WN6 9EP

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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