



Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Trust Headquarters
Chief Nurse

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Ref: FOI/2025/10617

Date Received: 25th March 2025

Response Due: 24th April 2025

Date: 11th April 2025

Dear Sir/Madam

With reference to your request for information received on 25th March 2025, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

In accordance with the Freedom of Information Act, please could you answer the following questions -

1. Who holds trust wide responsibility for the maintenance of procedures and policies?

a. What is their name and email address?

Erica Doyle, Head of Compliance.

The Trust does not routinely give out email addresses and direct telephone numbers of staff members, as large numbers of unsolicited emails/telephone calls, could cause disruption by blocking email accounts/telephone lines thus preventing true work-related emails/calls from being delivered. However, any of the above staff can be contacted via main switchboard on 01942 244000.

2. What digital tools does the trust use for the staff to reference these procedures and policies? ie – intranet

The Trust has a policy and procedure library on the intranet. Staff are also able to add quick links on their personalised intranet homepage, to documents they need to access on a regular basis.

3. How does the trust record that staff have read and comply with the procedures and policies?

Local induction.

- 4. Which tools are used for on-boarding new staff in relation to reading procedures and policies?**
Locality managers are responsible for staff induction. All registrants are responsible to be aware of the procedural documents relevant to their practice.
- 5. How do the heads of department monitor that clinical and non clinical staff have read/understood mandatory procedural updates?**
Local managers hold their own records regarding policies read by staff.
- 6. How many staff have accessed your NHS Intranet in the past year?**
The Trust does not record the number of times an individual has accessed the intranet. However, from January to December 2024, there were 862,179 sessions/authentications recorded.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



KEVIN PARKER-EVANS

Kevin Parker-Evans MBA, FCMJ, CMgr. RN Dip HE
Chief Nursing Officer & Director of Infection Prevention and Control

PLEASE NOTE:

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, Wroughtington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF

Helpline number: 0303 123 111