



# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Trust Headquarters  
Chief Nurse

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Ref: FOI/2024/9647

Date Received: 20<sup>th</sup> February 2024

Response Due: 19<sup>th</sup> March 2024

Date: 22<sup>nd</sup> May 2024

Dear Sir/Madam

With reference to your request for information received on 15<sup>th</sup> February 2024, 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:

- 1. Who holds trust wide responsibility for the maintenance of procedures and policies.**  
HR own the policies, but subject matter experts are responsible for the content and contributing to the review and updating of these policies.
- 2. What digital tools does the trust use for the staff to reference these procedures and policies.**  
WWL Intranet
- 3. How does the trust record that staff have read and comply with the procedures and policies.**  
Staff are made aware of this at their induction into WWL and this forms part of their terms and conditions of employment to read, be aware of and adhere to WWL policies and procedures and SOPs are where these are stored. Staff will sign an online declaration once their induction is completed as part of their learning records. Staff will be directed to any role specific policies within their local induction in their divisions and managers are responsible for sharing any updates to these with their teams.
- 4. Which tools are used for on-boarding new staff in relation to reading procedures and policies**  
As above, staff have to complete an online declaration once they have completed their induction which is stored on the Trusts LMS.
- 5. How do the heads of department monitor that clinical and non-clinical staff have read/understood mandatory procedural updates.**  
Monitoring would be done via 1-2-1's, clinical supervision, and the Trust's PDR process.

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

Interim Chief Nurse & 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, Wrightington, 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