

Requester's question	Work required	Basic search criteria applicable to several questions	Time taken in hours to undertake basic search	Specific search criteria	Time taken to undertake specific search	Total time in hours taken to provide a standalone response	Response
<b>SERIOUS INCIDENTS</b>							
Please provide SERIOUS INCIDENT information under the FOI act to the following questions :-							
1. Please supply SERIOUS INCIDENT REPORTS patient???s information leaflet.	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust does not have a serious incidents patient information leaflet, therefore this information is not held and cannot be provided.
2. Please supply patient SERIOUS INCIDENT REPORTS consent form.	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust does not have a consent form for serious incidents as we are not required to seek the consent of patients prior to undertaking a serious incident review, therefore this information is not held and cannot be provided.
3. Please supply any serious incident reports/investigations	See Column C onwards	In 2018, there were 161 serious incident reports.A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	N/A	N/A	8	This time estimate has been used as a baseline for the subsequent questions raised about serious incident reviews and could be provided within the 18 hour time limit
4. How many SERIOUS INCIDENT REPORTS in 2018?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	There were 161 serious incident investigations in 2018
5. What proportion of patients were men/women?	See Column C onwards	In 2018, there were 161 serious incident reports.A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	To identify the gender each report would need to be accessed to identify gender & this logged on a spreadsheet	3	11	This question could be responded to within the time limit together with Q3 or any other question that does not take the overall time limit above 18 hours
6. How old were they?	See Column C onwards	In 2018, there were 161 serious incident reports.A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	To identify the age each report would need to be accessed to identify gender & this logged on a spreadsheet	3	11	This question could be responded to within the time limit together with Q3 & Q5 or any other question that does not take the overall time limit above 18 hours
7. What were the diagnoses and in what proportions?	See Column C onwards	In 2018, there were 161 serious incident reports.A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	It would be necessary to ascertain the correct ICD10 clinical code prior to checking against those patients' clinical notes	6	14	This question could be responded to within the time limit together with Q3 or any other question that does not take the overall time limit above 18 hours
8. How many were receiving SERIOUS INCIDENT REPORTS for the first time?	See Column C onwards	In 2018, there were 161 serious incident reports.A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	It would be necessary to run a search for duplication of names after each serious incident review has been placed in a table	5	13	This question could be responded to within the time limit together with Q3 or any other question that does not take the overall time limit above 18 hours
9. How many patients consented to SERIOUS INCIDENT REPORTS?	Response provided. See Column H	N/A		N/A	N/A	N/A	The Trust is not required to seek the consent of patients prior to undertaking a serious incident review, therefore this information is not held and cannot be provided.

10. How many SERIOUS INCIDENT REPORTS were investigated outside the NHS and CCG ?	See Column C onwards	To provide an answer to this question this would involve running a Datix search to find the number of serious incident reports investigated outside the NHS and CCG	0.25	N/A	N/A	0.25	This question could be responded to within the time limit together with Q3 or any other question that does not take the overall time limit above 18 hours
11. How many patients died during or soon after SERIOUS INCIDENT REPORTS and what was the cause (whether or not SERIOUS INCIDENT REPORTS was considered the cause)?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	A search would be undertaken on the clinical system against each of the patients identified in a serious incident review, checked to see if they were deceased, scrutiny given to the clinical record to identify the date and cause of death, a formal diagnosis code checked to ensure the cause of death was described correctly.	11	19	Responding to this question would take in excess of 18 hours
12. How many patients died a few months after SERIOUS INCIDENT REPORTS and what was the cause (whether or not SERIOUS INCIDENT REPORTS was considered the cause)?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	A search would be undertaken on the clinical system against each of the patients identified in a serious incident review, checked to see if they were deceased, scrutiny given to the clinical record to identify the date and cause of death, a formal diagnosis code checked to ensure the cause of death was described correctly.	11	19	Responding to this question would take in excess of 18 hours
13. How many patients died by suicide within a few months of receiving SERIOUS INCIDENT REPORTS (whether or not SERIOUS INCIDENT REPORTS was considered the cause)?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	A search would be undertaken on the clinical system against each of the patients identified in a serious incident review, checked to see if they were deceased, scrutiny given to the clinical record to identify the date and cause of death, a formal diagnosis code checked to ensure the cause of death was described correctly.	11	19	Responding to this question would take in excess of 18 hours
14. How many patients have suffered complications during and after SERIOUS INCIDENT REPORTS and what were those complications?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	A search would be undertaken on the clinical system against each of the patients identified in a serious incident review, checked to see if they were deceased, scrutiny given to the clinical record to identify the date and cause of death, a formal diagnosis code checked to ensure the cause of death was described correctly.	11	19	Responding to this question would take in excess of 18 hours
15. Have there been any formal complaints from patients/relatives about SERIOUS INCIDENT REPORTS?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	The complaints module on our risk system does not have a separate field for complaints about serious incidents. A complete search of complainants during the relevant time period would have to be undertaken and then matched to the names contained in the serious incident reports	19	27	Responding to this question would take in excess of 18 hours
16. If so, what was their concerns?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	The complaints module on our risk system does not have a separate field for complaints about serious incidents. A complete search of complainants during the relevant time period would have to be undertaken and then matched to the names contained in the serious incident reports. Furthermore it would be necessary to identify each concern.	19	27	Responding to this question would take in excess of 18 hours
17. How many patients report memory loss/loss of cognitive function?	See Column C onwards	The relevant diagnosis code would need to be identified to find the number of patients that report memory loss/loss of cognitive function.	3	N/A	N/A	3	This question could be responded to together with any questions that do not take the time limit above 18 hours
18. What tests are used to assess memory loss/loss of cognitive function?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust uses three tests: Mini Mental State Examination (MMSE) PHQ-9 Nine Symptom Checklist Montgomery Asberg Depression Rating Scale (MADRS)

19. Have MRI or CT scans been used before and after SERIOUS INCIDENT REPORTS?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	Each patient's record would need to be accessed to identify if an MRI or CT scan has been used before or after serious incident reports	19	27	Responding to this question would take in excess of 18 hours
20. If so what was the conclusion?	See Column C onwards	In 2018, there were 161 serious incident reports. A search would need to be run on the Trust's incident reporting system to establish the serious incidents for this time period. It would then be necessary to access each of the incident numbers individually. Each report would need to be saved to a separate folder to extract them prior to disclosure.	8	Each patient's record would need to be accessed to identify if an MRI or CT scan has been used before or after serious incident reports	19	27	Responding to this question would take in excess of 18 hours
21. How does the Trust plan to prevent SERIOUS INCIDENTS in the future ?	Response provided. See Column H			N/A	N/A	N/A	This information is not in recorded format and is not held. Therefore the Trust cannot provide a response for this question.
<b>RESTRAINTS</b>							
Please provide restraints information under the FOI act to the following questions :-							
1. Please supply RESTRAINTS patient???s information leaflet.	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust does not have a restraints patient information leaflet, therefore this information is not held and cannot be provided.
2. Please supply patient RESTRAINTS consent form.	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust does not have a consent form for restraints as we are not required to seek the consent of patients prior to undertaking a restraint, therefore this information is not held and cannot be provided.
3. Please supply any Restraints/investigations	See Column C onwards	There were 95 investigations regarding restraints in 2018. If the Trust were to provide the reports, a search would need to be run on its incident reporting system to establish restraints for this time period. Prior to disclosure the reports will need to be redacted to remove any personal data.	8	N/A		8	This information could be provided as a standalone question together with any question that does not in total go above an 18 hour time limit
4. How many RESTRAINTS in 2018 ?	Response provided. See Column H			N/A	N/A	N/A	There were 3144 reported restraints in 2018
5. What proportion of patients were men/women?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	It would be necessary to access each patient's clinical record to identify their gender	263	263	Responding to this question would take in excess of 18 hours
6. How old were they?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	It would be necessary to access each patient's clinical record to identify their age	263	263	Responding to this question would take in excess of 18 hours
7. What were the diagnoses and in what proportions?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	It would be necessary to access each patient's clinical record to identify their diagnoses	263	263	Responding to this question would take in excess of 18 hours
8. How many were receiving RESTRAINTS for the first time?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	It would be necessary to access each patient's clinical record to identify if they were receiving restraints for the first time	263	263	Responding to this question would take in excess of 18 hours

9. How many patients consented to RESTRAINTS?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust is not required to seek the consent of patients prior to undertaking a restraint, therefore this information is not held and cannot be provided.
10. How many RESTRAINTS were investigated outside the NHS and CCG ?	See Column C onwards	To provide an answer to this question this would involve running a Datix search to find the number of restraints investigated outside the NHS and CCG. We would also need to examine communications with other bodies such as CQC to identify any external investigations	4	N/A	N/A	4	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours
11. How many patients died during or soon after RESTRAINTS and what was the cause (whether or not RESTRAINTS was considered the cause)?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient restrained to establish a date of death, then the cause of death	267	267	Responding to this question would take in excess of 18 hours
12. How many patients died a few months after RESTRAINTS and what was the cause (whether or not RESTRAINTS was considered the cause)?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient restrained to establish a date of death, then the cause of death	267	267	Responding to this question would take in excess of 18 hours
13. How many patients died by suicide within a few months of receiving RESTRAINTS (whether or not RESTRAINTS was considered the cause)?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient restrained to establish a date of death, then the cause of death	267	267	Responding to this question would take in excess of 18 hours
14. How many patients have suffered complications during and after RESTRAINTS and what were those complications?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient restrained to establish a date of death, then the cause of death	267	267	Responding to this question would take in excess of 18 hours
15. Have there been any formal complaints from patients/relatives about RESTRAINTS?	See Column C onwards	A search would need to be undertaken on the complaints module to determine if any complaints regarding restraints have been raised. This would identify only where the main concern referred to a restraint	0.25		N/A	0.25	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours
16. If so, what was their concerns?	See Column C onwards	A search would need to be undertaken on the complaints module to determine if any complaints regarding restraints have been raised. This would identify only where the main concern referred to a restraint	0.25	Each complaint would need to be examined and the reasons identified	3	3	This question could be responded to as a standalone question, with Q15 above or in conjunction with any other question that does not take the limit above 18 hours
17. How many patients report memory loss/loss of cognitive function?	See Column C onwards	The relevant diagnosis code would need to be identified to find the number of patients that report memory loss/loss of cognitive function. And a search undertaken on the clinical system to determine the numbers	3	N/A	N/A	3	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours
18. What tests are used to assess memory loss/loss of cognitive function?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust uses three tests: Mini Mental State Examination (MMSE) PHQ-9 Nine Symptom Checklist Montgomery Asberg Depression Rating Scale (MADRS)
19. Have MRI or CT scans been used before and after RESTRAINTS?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	Each patient record would need to be accessed to determine if an MRI or CT scan was used	267	267	Responding to this question would take in excess of 18 hours

20. If so what was the conclusion?	See Column C onwards	In 2018, there were 3144 reported restraints. A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	Each patient record would need to be accessed to determine if an MRI or CT scan was used	267	267	Responding to this question would take in excess of 18 hours
21. How does the Trust plan to reduce restraints in the future?	Response provided. See Column H	N/A		N/A	N/A	N/A	This information is not in recorded format and is not held. Therefore the Trust cannot provide a response for this question.
<b>SECLUSION</b>							
Please provide SECLUSION information under the FOI act to the following questions: -							
1. Please supply patient's information SECLUSION leaflet.	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust does not have a seclusion patient information leaflet, therefore this information is not held and cannot be provided.
2. Please supply patient SECLUSION consent form.	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust does not have a consent form as we are not required to seek consent for seclusion. This information is not held and therefore cannot be provided
3. Please supply any SECLUSION reports/investigations	See Column C onwards	There were 56 investigations regarding seclusions in 2018. If the Trust were to provide the reports, a search would need to be run on its incident reporting system to establish seclusions for this time period. Prior to disclosure the reports will need to be saved to a file and prepared for disclosure	3	N/A	N/A	3	A standalone response could be provided to this question, or together with any other question that does not in total exceed 18 hours
4. How many SECLUSION in 2018?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	There were 1215 reported seclusions in 2018
5. What proportion of patients were men/women?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish gender	81	81	Responding to this question would take in excess of 18 hours
6. How old were they?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish age	81	81	Responding to this question would take in excess of 18 hours
7. What were the diagnoses and in what proportions?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish diagnoses	81	81	Responding to this question would take in excess of 18 hours
8. How many were receiving SECLUSION for the first time?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	This information is not in recorded format and is not held. Therefore the Trust cannot provide a response for this question.
9. How many patients consented to SECLUSION?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust is not required to seek consent for seclusion. This information is therefore not held and cannot be provided
10. How many SECLUSIONS were investigated outside the NHS and CCG ?	See Column C onwards	To provide an answer to this question this would involve running a Datix search to find the number of seclusions investigated outside the NHS and CCG. We would also need to examine communications with other bodies such as CQC to identify any external investigations	4	N/A	N/A	4	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours

11. How many patients died during or soon after SECLUSION and what was the cause (whether or not SECLUSION was considered the cause)?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish the date of death and cause	142	142	Responding to this question would take in excess of 18 hours
12. How many patients died a few months after SECLUSION and what was the cause (whether or not SECLUSION was considered the cause)?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish the date of death and cause	142	142	Responding to this question would take in excess of 18 hours
13. How many patients died by suicide within a few months of receiving SECLUSION (whether or not SECLUSION was considered the cause)?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish the date of death and cause	142	142	Responding to this question would take in excess of 18 hours
14. How many patients have suffered complications during and after SECLUSION and what were those complications?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish if complications occurred	142	142	Responding to this question would take in excess of 18 hours
15. Have there been any formal complaints from patients/relatives about SECLUSION?	See Column C onwards	A search would need to be undertaken on the complaints module to determine if any complaints regarding seclusion have been raised. This would identify only where the main concern referred to a seclusion	0.25	N/A		0.25	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours
16. If so, what was their concerns?	See Column C onwards	A search would need to be undertaken on the complaints module to determine if any complaints regarding seclusions have been raised. This would identify only where the main concern referred to a seclusion	0.25	Each complaint would need to be examined and the reasons identified	3	3	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours
17. How many patients report memory loss/loss of cognitive function?	See Column C onwards	The relevant diagnosis code would need to be identified to find the number of patients that report memory loss/loss of cognitive function. And a search undertaken on the clinical system to determine the numbers	3	N/A		3	This question could be responded to as a standalone question or in conjunction with any other question that does not take the limit above 18 hours
18. What tests are used to assess memory loss/loss of cognitive function?	Response provided. See Column H	N/A	N/A	N/A	N/A	N/A	The Trust uses three tests: Mini Mental State Examination (MMSE) PHQ-9 Nine Symptom Checklist Montgomery Asberg Depression Rating Scale (MADRS)
19. Have MRI or CT scans been used before and after SECLUSION?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish if an MRI or CT scan was used before or after seclusion	105	105	Responding to this question would take in excess of 18 hours
20. If so what was the conclusion?	See Column C onwards	In 2018, there were 1215 reported seclusions A search would need to be run on the Trust's incident reporting system to establish the restraints for this time period. It would then be necessary to save these to a spreadsheet prior to any further work being undertaken	0.25	A search would need to be undertaken on the clinical system for each patient secluded to establish if an MRI or CT scan was used before or after seclusion	105	105	Responding to this question would take in excess of 18 hours
21. How does the Trust plan to prevent SECLUSION in the future?	Response provided. See Column H	N/A		N/A	N/A	N/A	This information is not in recorded format and is not held. Therefore the Trust cannot provide a response for this question.