

Information Governance

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16 June 2023

Our reference: FOI DA4753

I am responding to your request for information received 22 May 2023 and clarified on 26 May. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

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

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention



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Chief Executive: Paul Calaminus
Chair: Eileen Taylor

Request: Would you be able to confirm if:

Question 1: Paper notes/drug charts are used anywhere in the trust, alongside electronic paper notes/drug charts?

Clarification: The request refers to all paper notes, including paper drug charts.

Answer: The Trust's primary clinical recording system is electronic. Some inpatient services may also keep a temporary paper folder during a patient's admission which is then securely destroyed when the patient is discharged.

The Trust also utilises electronic drug charts, except for one ward and one service where paper charts are still used.

Question 2: If so, are there any plans to migrate away from paper to electronic? if not, how often is the decision reviewed?

Answer: The Trust has reviewed question 2 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not record the information requested on migration plans to electronic charts and is therefore unable to provide a response.

Question 3: If so, does the trust keep track of serious incidents etc related to paper specifically e.g. misreading of handwritten comments/doses?

Answer: Yes, all incidents are logged on the Trust's incident reporting system.

Question 4: How many incidents happened within the last year (or period the Trust tracks)?

Answer: None.

Question 5: If not, how long ago did the trust migrate away from paper notes?

Answer: The Trust's primary recording systems have been electronic since circa 2007.



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