

April 2012

*This is a formal Freedom of Information Request relating to the use of Paper Forms at your hospital.*

*Can you please tell me:*

- 1) *Approximately how many different types of clinical forms are in use at your hospital(s)?*
- 2) *How many of these clinical forms are still paper based?*
- 3) *How many are available in electronic format, if any?*
- 4) *Approximately how many pages of paper are used for paper forms at your hospital(s)?*
- 5) *How many portable clinical tablet PCs or slates are used by clinicians and nursing staff at your hospital(s)?*

I can confirm that the Trust may hold (as defined in the Act) some of the information you requested, but it is not in a readily retrievable form. There is no central repository of this information within the Trust. The Print Shop prints most of our printed forms, but would not be able to provide a complete list. There are many other forms that are produced electronically rather than printed, some these have been developed by our IT department, but some clinical departments have developed forms.

In order deal with your request fully, we have estimated that it would take more than 18 hours to locate, retrieve and extract all the information you are seeking. The associated cost would therefore exceed the appropriate fee limit of £450 set out under Freedom of Information & Data Protection (Appropriate Limit and Fees) Regulations 2007.

The fee limit specified in regulations for NHS trusts represents the cost of one person spending 2½ working days at a rate of £25 per hour determining whether the Trust holds the information sought and then locating, retrieving and extracting that information.

Having regard to section 12 of the Freedom of Information Act in circumstances where the fee limit is likely to be exceeded the Trust is not obliged to respond to the request. Accordingly, we are sorry but on this occasion we will not be processing this part of your request further.

- 6) *Have you any plans to switch to paperless clinical documentation in the next 12 months?*

The Trust is moving away from paper clinical documents, but a switch will not be achieved within the next 12 months.