

Freedom of Information Request

Ref: 23-365

1 June 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

Would you be able to confirm if:

- paper notes/drug charts are used anywhere in the trust, alongside electronic paper notes/drug charts?

Yes.

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

Yes.

- if so, does the trust keep track of serious incidents etc related to paper specifically eg misreading of handwritten comments/doses?

The Trust keeps track of serious incidents but there is no specific category on our local risk management system nor the national Strategic Executive Management System (StEIS) to record serious incidents related to paper notes.

- How many incidents happened within the last year (or period the trust tracks)?

Three serious incidents were reported during 2022/23 as below:

No notes in file – assumed missing.

Misreading of corrected medication dose.

Missing drug chart led to delay in giving medication.

These are not reported under a specific category and have been identified using the search terms specified in the request.

- if not, how long ago did the trust migrate away from paper notes?

Not applicable.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust