

**Freedom of Information Request**

**Ref: 22-394**

16 August 2022

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

**We are undertaking a review and would really appreciate the following information please:-**

- **Structure and grades of the Quality Governance team (including compliance, audit, NICE, risk, risk management system, patient safety alerts, policy management)**

Please see the attached documents:

Clinical Audit Effectiveness (CAE) Team Structure

Risk Management and Information Governance Team Structure

- **Structure and grades of the Patient safety team**

Please see the attached Patient Safety Structure.

- **Policy on Incident reporting**

Please see attached Incident Management Policy

- **Policy on Duty of candour**

Please see attached Staff Support and Being Open Policy (Duty of Candour)

- **Policy/Guidelines on Audit process**

Please see the attached UHBW Policy - Clinical Audit - April 2020

- **Policy/ guidelines on Compliance**

We do not have a policy for this.

- **Quality governance strategy**

Please see the attached Quality Strategy

- **Patient Safety strategy**

This is part of the Quality Strategy (please see the attached Quality Strategy).

- **The incident review process and any TOR for meetings**

Please see the attached Patient Safety Incident Rapid Incident Review Policy

- **The SI sign off process and any TOR for meetings**

Please see the attached Serious Incident Policy

- **The Audit meeting and any TOR**

Please see the attached Terms of Reference - Clinical Audit Group.

- **Senior Risk Management/ review meeting and any TOR**

Please see the attached RMG (Risk Management Group) Terms of Reference

- **TOR for the senior reporting meeting where quality, safety, patient experience and clinical effectiveness are discussed**

Please see the attached CQG (Clinical Quality Group) Terms of Reference

- **A structure of reporting for quality governance meetings up to Board**

Please see the attached CQG (Clinical Quality Group) Terms of Reference.

- **A JD (or role overview) for the role of Medical governance lead including expectations re PA's**

The Medical Director and Chief Nurse have joint responsibility for quality and safety across the organisation. These are both full time roles. In addition the Medical Director team has several Deputy and Associate Medical Director roles with specific areas of responsibility around governance, these roles are between 3-7 PAs (programmed activity) a week and an example job description is attached.

Please see attached Deputy Medical Director JD and PS Final June 2022.

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**