

**Freedom of Information Request**

**Ref: 24-179**

25 March 2024

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 hold some of the information you are requesting
- **Who holds trust wide responsibility for the maintenance of procedures and policies**  
Corporate Governance Department.
- **What digital tools does the trust use for the staff to reference these procedures and policies - ie - intranet**  
My Staff App
- **How does the trust record that staff have read and comply with the procedures and policies**  
This is not recorded.
- **Which tools are used for on-boarding new staff in relation to reading procedures and policies**  
During every corporate induction all new starters are given a 'Welcome' brief of 1 ½ hours. Within that brief the facilitator will point out several links on Connect that all staff will find useful.  
  
All staff must complete the mandatory 'Staff Local Induction Handbook' via eLearning. The induction facilitator will note how staff can find this workbook on Kallidus and that it must be completed soon, and the penultimate slide in that workbook points all new starters to the Human Resources Web to look up any policies they may need to research for their role. A screenshot of that exact slide is shown here:  
  
Finally, within that same Local Induction Workbook, there is an embedded checklist that the manager and new starter must fill out together (attached). The induction facilitator instructs all new starters to use this checklist with their manager. If they do this comprehensively, there is a checklist item that I've highlighted here and on the attached copy, whereupon the manager

and staff will discuss the most important, appropriate links on Connect, again supposedly prompting the new starter to the most important procedures and policies - Connect - HR Web (Policies), DATIX, DMS, Risk Assessments, etc.

• **How do the heads of department monitor that clinical and non clinical staff have read/understood mandatory procedural updates.**

Through the new starter handbook and annual review process.

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**