

BHNFT

Freedom of Information

Publication Scheme

1st January 2009

The BHNFT Publication Scheme 2009

PART ONE

INTRODUCTION

What is a Publication Scheme?

Welcome to the Publication Scheme of Barnsley Hospital NHS Foundation Trust.

This Publication Scheme is a complete guide to the information routinely published by Barnsley Hospital NHS Foundation Trust. It is a description of the information about our Trust that we make publicly available. We shall review the Scheme at regular intervals and monitor how it is operating.

It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about BHNFT easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), the Trust has a legal duty to adopt and maintain a Publication Scheme for the publication of Trust information. The purpose of the Act is to promote greater openness by public authorities (of which our Trust is one).

The Publication Scheme will help you to find all the information that the Trust publishes. The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed someone who is called a Caldicott Guardian, who has responsibility to ensure the protection of patient confidentiality throughout the Trust in accordance with your legal rights. Our Caldicott Guardian is:

Dr Jugnu Mahajan
Medical Director
BHNFT
Gawber Road
BARNSELY
S75 2EP

Information Management

Information falling into the Classes will be retained in line with the BHNFT retention and disposal schedules.

Feedback/Complaints

Requests for information from the Publication Scheme and any questions or comments or complaints regarding the Scheme should be sent in writing to:

Katie Hyde
Acting Information Governance Manager
Block 12
BHNFT
Gawber Road
Barnsley
S75 2EP

Or by e-mail to: information.governance@nhs.net

Rights of Access to Information

The Freedom of Information Act recognises that as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services are being provided, the targets that are being set, the standards of services that are expected and the results achieved.

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you, which may incur a charge and you can contact:

Medical Records Co-coordinator
BHNFT
Gawber Road
Barnsley
S75 2EP

For Information regarding the Environmental Information Regulations Act 2004 please access the following link:

<http://www.defra.gov.uk/corporate/opengov/eir/guidance/whatis.htm>

The BHNFT Publication Scheme 2009

PART TWO

THE SEVEN CLASSES OF INFORMATION

Class 1 – Who we are and what we do

Who we are and what we do provides an insight into the role of a Foundation Trust and how it fits into the NHS structure. This class of information also describes the Trust's organisational structure and key personnel as well as providing a guide into the layout of the hospital.

The NHS and how we fit

Barnsley Hospital NHS Foundation Trust is firmly a part of the NHS – however as a Foundation Trust – decisions about what we do and how we do it are driven by our Board of Directors and our Governing Council; not the Government. The Board of Directors listens to the elected governors of the Governing Council and responds to the needs of our hospital members, patients, staff and local community. Being in charge of our own future allows us to invest quickly in the changes the local community needs, in striving to be the best, and in putting our patients first.

The Department of Health sets overall policy on all health issues and are responsible for the provision of health services through the NHS. Key national documents can be found on their website at <http://www.dh.gov.uk/en/index.htm>

We are regulated by the Foundation Trust independent regulator, Monitor who makes sure we manage our hospital well and makes sure we are financially strong so we can deliver excellent healthcare for our patients.

We are a 450-bed associate teaching and research hospital affiliated with the University of Sheffield and provides a range of high quality acute hospital services ranging from emergency, maternity, general and specialist surgery to critical care, medicine, elderly people's services and medical imaging.

A full list of our services can be found in Class 6 of the Publication Scheme. Our website www.barnsleyhospital.nhs.uk shows how we fit into the NHS within the local area we serve.

Organisational Structure

Details about the current organisational structure of BHNFT can be found at: <http://www.barnsleyhospital.nhs.uk/health-professionals/whos-who/>

Senior Staff and Management Board Members

Barnsley Hospital is managed by our Board of Directors. The Board is responsible for the operational management of the hospital and, with input from the Governing Council, sets the direction for the future of the hospital. It is also responsible for monitoring performance against national, regional and local objectives and ensuring the highest levels of standards and performance.

The Board is made up of both executive and non-executive directors. The executive directors work in the Trust full time while the non-executive directors are appointed by the Governing Council and commit as much time as they can to the Trust by attending Board meetings and working on specific project groups that interest them offering their expertise in a specific field. The non-executive directors are in post for a term of up to three years. Further appointments may be made by the Governing Council.

More information regarding the Board of Directors can be found at: <http://www.barnsleyhospital.nhs.uk/board/our-trust-board-of-directors/>

Lists of and information relating to organisations with which the authority works in partnership

The two authorities with which the Trust works in Partnership in a variety of capacities are:

- Barnsley Primary Care Trust:
<http://www.barnsley.nhs.uk/>
- Barnsley Metropolitan Borough Council:
<http://www.barnsley.gov.uk/>

Location and Contact Details for all – Public Facing Departments

To help patients and visitors find their way around the hospital, a useful list has been compiled of where to find our departments and wards in the hospital and who to contact for more information.

This list is available at:

<http://www.barnsleyhospital.nhs.uk/patients-and-visitors/coming-to-hospital/how-to-get-here/finding-your-way-around/>

Class 2 - What we spend and how we spend it

This class, what we spend and how we spend it, includes the Trust financial information relating to projected and actual income and expenditure. It also provides details concerning procurement, contracts and financial audit.

The Trust Annual Report provides information relating to what we spend and how we spend it. This report is available on the Trust website:

<http://www.barnsleyhospital.nhs.uk/about/documents/>

Annual Report – this document includes an Annual Statement of Accounts, Budget and Variance Reports, Financial Audit Reports and details of Funding.

Capital Programme – This document is available as part of the Publication Scheme:

Standing Financial Instructions - This document is available as part of the Publication Scheme:

Staff and Board Members Allowances and Expenses – This information is available within the Agenda for Change: Terms and Conditions of Service Handbook:

<http://www.nhsemployers.org/pay-conditions/agenda-for-change.cfm>

Staff Pay and Grading Structure – This information can also be found within the Agenda for Change: Terms and Conditions of Service Handbook:

<http://www.nhsemployers.org/pay-conditions/agenda-for-change.cfm>

Procurement and Tendering Procedures – This information can be found within the Standing Financial Instructions document which is available on the Publication Scheme:

Class 3 – What are our priorities and how are we doing

The Trust priorities and performance are covered by this class of information, detailing information relating to Trust strategies. This class also allows viewing of the Trust performance indicators as well as audit, inspections and reviews information.

The following information can be found within the Annual Report and Accounts or Annual Plan documents via the following link:
<http://www.barnsleyhospital.nhs.uk/about/documents/>

- Targets, Aims and Objectives - Within the Annual Report and Accounts and the Annual Plan
- Strategic Direction document - Within the Annual Plan
- Performance against targets - Within the Annual Report and Accounts
- Clinical governance - Within the Annual Report and Accounts

Details on Trust performance can be found within the Healthcare Commission – Annual Healthcheck document:

<http://www.barnsleyhospital.nhs.uk/about/documents/>

Details of our external Audit Reports and Service User Surveys will be available as part of the Publication Scheme very soon.

Class 4 – How we make decisions

This class of information aims to give you an idea about how the Trust' makes its decisions, with information on the decision making processes.

Board Papers – agenda, supporting papers and minutes

This information can be found on the BHNFT website at the following address:

<http://www.barnsleyhospital.nhs.uk/about/consultations/consultation-on-the-constitution-for-the-nhs/>

Patient and Public Involvement Strategy (PPI)

This information can be found on the BHNFT website at the following address:

<http://www.barnsleyhospital.nhs.uk/board/our-trust-board-of-directors/trust-board-meetings/october-2008/>

Consultations

We are continually improving our services and facilities for the benefit of our patients and visitors, changing to become more efficient and improving patient safety. If we are changing things we need your help to make sure we take patient, visitor and or partners' views into account so we can get it right first time.

Information regarding current consultations and how to get involved and offer your opinions can be found on the Trust website via the following link:
<http://www.barnsleyhospital.nhs.uk/about/consultations>

Consultation on the Constitution for the NHS

The Department of Health is consulting health organisations and the public on a Constitution for the NHS. The Constitution is one of the outcomes from the Darzi review which was completed in July this year.

The Constitution aims to enshrine many of our agreed objectives such as privacy and dignity, fair access and high quality patient care as well as health and safety of staff and access to training.

The proposal is to have inalienable rights and pledges to strive towards. For example the NHS Constitution will give patients the right to be treated with dignity and it will strive to share with patients letters sent to their GP.

<http://www.barnsleyhospital.nhs.uk/about/consultations/consultation-on-the-constitution-for-the-nhs/>

The Decision Making Process

Where the Trust needs to make a formal decision on an issue, it must be made in accordance with the Trust's Standing Orders, Standing Financial Instructions and Scheme of Delegations which are all available within the Publication Scheme.

For some operational issues a clinician or manager may be required to write a report, sponsored by a director, for the hospital's Executive Team. The Executive Team is an internal management structure which meets weekly and deals with operational issues but it also reviews strategic issues. For strategic issues, or matters requiring a Board decision, a report will be drafted for the Board which will include the recommendations of the Executive Team.

The reports, minutes and agendas of the Board's quarterly public meetings are available on the internet and the meetings are advertised in the local media.

Issues of public interest are reported to the Governing Council regularly and the Board may seek their views before determining a course of action.

The Governing Council meets every other month and the papers and meetings are publicised in the same way.

Decisions of the Board are communicated to the staff of the Trust through its various communications channels including meetings; the staff newsletters, which is called BDi; monthly team brief; weekly electronic bulletins and the hospital's intranet.

Class 5 – Policies and Procedures

The Trust has an extensive range of corporate policies and procedures that have been made available within the Publication Scheme. These policies and procedures are also available for staff on the Trust intranet site. These can be accessed for guidance at any time.

Below is a list of all the policies and procedures that are available within the Publication Scheme.

The Trust has an extensive range of Policies and Procedures concerning corporate business. The items listed below are available on the BHNFT intranet site and therefore can be accessed by staff at any time for guidance purposes

Policies and procedures relating to the conduct of business and the provision of services

Governance policies

- [Risk management strategy](#)
- [Policy development framework](#)
- [Responding to external recommendations specific to the organisation](#)
- [Clinical records management](#)
- [Professional clinical registration](#)
- [Employment checks](#)

Competent and capable workforce policies

- [Corporate induction](#)
- [Local induction of permanent staff](#)
- [Local induction of temporary staff](#)
- [Risk management training](#)
- [Training Needs analysis](#)
- [Medical devices training](#)
- [Hand hygiene training](#)
- [Supporting staff involved in an Incident, complaint or claim](#)

Safe environment

- [Secure environment](#)
- [Child protection](#)
- [Vulnerable adults](#)
- [Moving and handling](#)
- [Slips, trips and falls](#)
- [Innoculation/contamination Incidents](#)
- [Harrassment and bullying](#)
- [Violence and aggression](#)
- [Stress](#)

Clinical care

- [Patient identification](#)
- [Patient information](#)
- [Consent](#)
- [Clinical records - keeping standards](#)
- [Transfer of patients](#)
- [Medicines management](#)
- [Blood transfusion](#)
- [Resuscitation](#)
- [Infection control](#)
- [Discharge of patients](#)

Other General Policies

- [General policy on standards of business conduct](#)
- [Policy for prevention and control of MRSA](#)
- [Policy for management of patients with known or at high risk of CJD or related disorder](#)
- [Diarrhoea policy](#)
- [Infection control isolation policy](#)
- [Policy for Clostridium difficile](#)
- [Policy for the management and control of viral haemorrhagic fever](#)
- [Policy for prevention and control of glycopeptide resistant Enterococcus](#)

Support documents

- [Procedure for the use of patient identity bands by all healthcare professionals](#)
- [Patient ID and inappropriate request card procedure](#)
- [Clinical sample acceptance criteria](#)
- [Specimen receipt](#)
- [Guidelines for the clinical management of Jehovah's Witness patients and others who refuse blood transfusions](#)
- [Process for development and implementation of new \(General Policies\)-policies](#)

Policies and procedures relating to Equality and Diversity

- [Equality, Diversity and Human Rights](#)

Policies and procedures relating to recruitment and employment

- [Employment Break Policy](#)
- [Employment Checks Procedure](#)

Standing financial procedures

Standing orders

- [Standing orders](#)
- [Scheme of delegation](#)

Complaints and other customer service policies and procedures

- [Incident reporting](#)
- [Raising concerns](#)
- [Complaints](#)
- [Claims](#)
- [Investigations](#)
- [Analysis](#)
- [Improvement](#)
- [Best practice - NICE, NCE's and National Guidelines-and-national-guidelines](#)
- [Best practice - NICE, NCE's and National Guidelines-high-level-enquiries](#)
- [Being open](#)

Information governance

- [Information Governance Policy](#)
- [Data Protection Policy](#)
- [Confidentiality Policy](#)
- [Record Keeping Standards Policy](#)

Estate management

- [Contractors policy](#)
- [Legionella policy](#)
- [Violence & aggression policy](#)
- [Hot work procedures](#)
- [Security policy](#)
- [Waste policy](#)

Charging regimes and policies

The Information Commissioner's Office standards for charges against Freedom of Information are adhered to by the Trust.

- [Freedom of Information](#)

Class 6 – Lists and Registers

This class of information contains information that we hold in lists and registers.

These documents are provided below along with the links of how to access documents.

Information we are currently required to hold in publicly available registers

- The current constitution

<http://www.regulator-nhsft.gov.uk/register.php?apptype=register&subtype=constitution&id=16>

- The current authorisation

<http://www.regulator-nhsft.gov.uk/register.php?apptype=register&subtype=constitution&id=16>

- The latest Annual Report and Accounts

<http://www.barnsleyhospital.nhs.uk/about/documents/>

- The latest information sent to Monitor regarding forward planning

<http://www.regulator-nhsft.gov.uk/register.php?apptype=register&subtype=constitution&id=16>

NB: The Trust has never received a notice under section 23 of the 2003 Act (Regulator's notice to failing NHS Foundation Trust)

List of main contractors/suppliers

This information will be available within the Publication Scheme very soon.

Register of interests kept within BHNFT

- Register of Interests - Contact Us - carol.dudley@nhs.net
- [Register of governors](#)
- [Register of directors](#)

Register of gifts and hospitality provided to Board members and senior personnel

This information is not available on the Publication Scheme but can be provided by contacting:

Carol Dudley
Secretary to the Board
BHNFT
Gawber Road
Barnsley
S75 2EP

Email: carol.dudley@nhs.net

Class 7 – The Services we offer

The final section of the 7 classes of the Publication Scheme provides information on the services offered by the Trust. This includes clinical and non-clinical services, as well as advice and guidance and patient information leaflets.

Services Provided by the Trust

Details of clinical and non-clinical services can be found on the BHNFT website at the following address:

Clinical

<http://www.barnsleyhospital.nhs.uk/patients-and-visitors/services/>

Non Clinical

<http://www.barnsleyhospital.nhs.uk/patients-and-visitors/hospital-facilities/>

Services for which the authority is entitled to recover a fee together with those fees

A large proportion of Trust services are charged in accordance with the National Tariff which can be found at the following address:

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_081096

Patient information leaflets

Available electronic versions of patient information leaflets for our services can be found by accessing the link below. Find the service you require from the A-Z listings and click on Patient Information Leaflets. If the leaflet you require is not featured please contact information.governance@nhs.net and we will do our best to provide this for you.

- [Patient Information Leaflets](#)

Advice and guidance

Details of the BHNFT Patient Advice and Liaison service can be found at the following address:

<http://www.barnsleyhospital.nhs.uk/patients-and-visitors/hospital-facilities/patient-advice-and-liaison-service-pals/>

Corporate communications and media releases

Details of what is happening in and around the hospital can be seen on the BHNFT website at the following address:

<http://www.barnsleyhospital.nhs.uk/about/news/>