

Freedom of Information Team  
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Queen Alexandra Hospital  
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PO6 3LY

Name:  
Email:  
Date: 10/05/2023  
Ref: 23-24 029

Dear

**RE: Freedom of Information request**

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 17/04/2023. Please see responses to your requests below.

**A. Print and print stock management**

**1. (a) What is the actual spend on print stock management including printed stationery in the last year broken down by contractual managed stock and ad-hoc (non-stock)?**

Please see below table.

Financial Year	Managed Stock	Ad-hoc stock	Total
2022/2023	£53k	£148k	£202k

**(b) What is the actual spend on print stock management including printed stationery over the last 5 years broken down by contractual managed stock and ad-hoc (non-stock)?**

Please see below table.

Financial Year	Managed Stock	Ad-hoc stock	Total
2022/2023	£53k	£148k	£202k
2021/2022	£72k	£167k	£239k
2020/2021	£61k	£191k	£252k
2019/2020	£95k	£197k	£292k
2018/2019	£86k	£194k	£280k

**2. What is the trust spending on print stock management including printed stationery – both operational and communications spend that isn't covered contractually?**

Please see answer in question 1b.

**3. Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?**

Please see attachment below.



Contract Spec.pdf

**4. (a) Has a decision been made yet on whether the framework(s)/contract(s) are being extended or renewed?**

No.

**(b) If yes, what decision was made?** Not applicable.

**(c) If no, what is the reason the contract is not being extended or renewed?**

The Trust's current printed stationery managed stock contract expires in February 2024.

**5. What are the criteria used in selection of print management suppliers?**

Total acquisition cost, quality of work, delivery timescales and trustworthiness.

## **B. Electronic Patient Records EPR**

**1. Please could you confirm the main EPR system (e.g Cerner Millennium, EPIC etc.) in place at your Trust?**

The Trust does not have a full EPR system, we have a clinical portal that will eventually form an EPR.

**2. (a) If you currently do not have an EPR system in place, do you have plans to implement one? (Yes/No)?**

Yes.

**(b) If yes, when?** It is in very early stages of development , we do not have a implementation date yet.

**3. Will a paper scanning system (such as MediViewer) be used in conjunction with the EPR system for existing patient records and future documentation of patient records?**

Yes.

**4. Is the department required to maintain paper records as well as digital records of patients?**

Yes, not all documentations have been digitised.

**5. (a) Are EPR systems used alongside paper records or only one of the two?**

Yes – they are used together, with long term plan to move all records to digital.

**(b) If only one, please specify which is currently used.** Not applicable.

**6. (a) Is there an existing project in place to fully implement EPR to replace all paper records?**

No.

**(b) If so, what is the expected timeline for this project?** Not applicable.

**(c) If not, is there a plan to introduce one?**

Yes.

## **C. Document Management Services**

**1. What is the actual spend on Electronic Documents and Records Management Systems (EDRMS) over the last 5 years?**

The Trust is not able to readily retrieve this information as we do not record the expenditure in such a way to answer these questions, therefore, to undertake this would require a manual search process which would exceed 18 hours. Therefore, this would exceed the appropriate limit for dealing with a Freedom of Information Request, in terms of costs and therefore Section 12(1) of the Freedom of Information Act 2000 applies.

**2. What is the actual spend on digital mail rooms and/or hybrid mail rooms over the last 5 years?**

Please see exemption in question 1.

**3. What is the actual spend on document scanning over the last 5 years?**

Please see exemption in question 1.

**4. What is the actual spend on document storage over the last 5 years?**

Please see exemption in question 1.

**5. What is the actual spend on digital dictation over the last 5 years?**

Please see exemption in question 1.

**6. What is the actual spend on workflow process automation and cloud services over the last 5 years?**

Please see exemption in question 1.

**7. (a) Are there existing contracts for these services?**

Please see exemption in question 1.

**(b) If yes, who are the current suppliers broken down by EDRMS, digital mail rooms and/or hybrid mail rooms, document scanning, document storage, digital dictation workflow process automation and cloud services?**

Please see exemption in question 1.

**8. (a) Were these contracts awarded following a tender process conducted under a framework?**

Please see exemption in question 1.

**(b) If so, kindly provide details.**

Please see exemption in question 1.

**9. When were the contracts awarded, and for what period of time?**

Please see exemption in question 1.

**10. What are the records retention schedules including any schedules that outline the length of time records are to be retained and their final disposal, such as destruction or transfer to an archive?**

Please see exemption in question 1.

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on [Information.Governance@porthosp.nhs.uk](mailto:Information.Governance@porthosp.nhs.uk) or write to the above address and we will conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team