



Freedom of Information Team
De La Court House
Queen Alexandra Hospital
Southwick Hill Road
Portsmouth
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PO6 3LY

Name:
Email:
Date: 16/06/2023
Ref: 23-24 110

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 22/05/2023. Please see responses to your requests below.

Would you be able to confirm if:

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

At present, the Trust still use paper medical notes. The Trust are in the process of rolling out electronic prescribing drugs to all our inpatient wards.

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

Please refer to answer provided above.

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

Medication related learning events are recorded on the Trust's incident recording system, DCIQ.

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

Not applicable, medication incidents are not coded specifically to paper incidents specifically so this would require manual data manipulation.

The Trust is not able to readily retrieve this information and 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.

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

Not applicable.

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 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