

Dear Sir/Madam

Thank you for your Freedom of Information request concerning Patient Information Leaflets.

The Trust can provide the following information:

How many patient information leaflets do you produce?

The Trust is currently collating this information and expects to have detailed figures by the end of 2014.

How many new leaflets are produced each year and how many are reviewed

At the moment it is estimated we produce around 90 to 150 (including new leaflets and EIDO leaflets) per year. All existing leaflets are reviewed in line with the Information Standard guidance.

How is the content derived for each leaflet? The content is researched from established clinical sources such as NHS Evidence, NICE and others

How much does it cost to produce the leaflets?

The Trust does not have a central budget for this work. Each department is responsible for the production costs of any leaflets produced. A number of departments are now printing their leaflets in house which includes the download of EIDO leaflets.

How many staff are involved in the production of the leaflets?

This cannot be quantified at this time. Drafted leaflets are checked and processed by the Patient Experience and Engagement Coordinator.

Who is in charge of the production of the leaflets?

This responsibility currently sits with the Patient Information Team

Who is responsible for the accuracy of the leaflets?

The author, Patient information Team and the divisional lead who signs off the final draft.

If you have any queries about this response please contact the information governance manager at [foi@homerton.nhs.uk](mailto:foi@homerton.nhs.uk) , in the first instance. If, following that, you still have any concerns, you may contact the Information Commissioner either by letter, FOI/EIR Complaints resolution, Wycliffe House, Water Lane, Wilmslow, Cheshire SM9 5AF, or by email [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) to take them further.

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Yours sincerely

James Cook  
Information Governance Administrator

Mike Dunne  
Information Governance Manager/Deputy Calidcott Guardian