

Homerton University Hospital NHS Foundation Trust
Hackney College
Defoe Building, Room 10
50 Hoxton Street
N1 6LP

Date 31st March 2016

Email: foi@homerton.nhs.uk

Dear Sir or Madam,

Ref: FOI 2394

Thank you for your recent Freedom of Information request regarding transfer form for patients between wards/departments and other services.

The Trust can provide the following information:

- 1. Does your hospital internally use 'ward-to-ward' and/or 'emergency / critical departments-to-ward' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.**
- 2. Does your hospital externally use 'ward/emergency / critical departments-to-other Trusts/nursing home/residential home' transfer ready-made forms? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms.**
- 3. Please tell me who completes, authorises and signs the empty fields on the ready-made forms in questions 1. and 2. above?**
- 4. If hospital consultant authorises but does not have to sign the ready-made forms in questions 1. and 2. above, where is their authorisation record kept?**
- 5. What happens if there is no hospital consultant there in ward/departments to sign the ready-made forms in questions 1. and 2. above?**
- 6. What about 'ward/department-to-isolated room' in the ward/department transfers - is there a ready-made form form? If so please send me a blank copy of the ready-made form or quote the data on the ready-made forms. Please tell me who completes, authorises and signs the empty fields on this ready-made form? If hospital consultant authorises but does not have to sign the ready-made form, where is their authorisation record kept? What happens if there is no hospital consultant there to sign the ready-made form?**

Please refer to the attached Trust policy for the above the questions. If you have any further enquires on this matter please contact us.

If you have any queries about this response please contact the information governance manager at 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 to take them further.

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Yours sincerely

Mohamed Uddin
FoI Administrator

Mike Dunne
Information Governance Manager