



Ref: FOI-033 -202425-HR-Educational resources

Date: 13th May 2024

Email foi@uhnm.nhs.uk

I am writing to acknowledge receipt of your email dated 11th April 2024 requesting information under the Freedom of Information Act (2000) regarding educational literature.

On 15th April we contacted you via email with the following:
Please note that a postal acknowledgment has also been sent, in addition there is a charge for printed copies:

In line with the Freedom of Information Act, reasonable charges can be made for excessive and/or additional copies of information. The following charging scheme will be used by the Trust:

Photocopying/Printing	
A4 black and white	5 pence per side
A3 black and white	10 pence per side
Postage	Standard 2nd class mail charges (unless otherwise requested)

Note large font was used in this email.

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore, the response below is for the two sites combined from that date where appropriate.

Q1 I am making a Freedom of Information Request to your NHS Trust, requesting the following:

A copy of all educational literature resources (e.g. Word documents, PowerPoints, Patient Information Leaflets, written Advice and Guidance documents etc.) that are distributed, or presented, to patients within your Trust from the Dietetics department (or similar) within your Trust, either in community-based or hospital-based settings.

A1 We have over 100 resources available as diet sheets and patient resources to hand out to our adult and children. The majority of these are condition specific following assessment. Printing all the available leaflets would be classed as excessive under the Freedom of Information Act and charges can be applied.

If you would like to narrow your request down to a specific condition we may be able to provide these with no charge depending upon the amount that will need to be printed.

Alternatively, we order resources from NDR <https://www.ndr-uk.org> We use mainly the full catalogue. These are evidence based and produced to a high quality.

We also use Food Facts from the British Dietetic Association to support tailored advice, these are downloadable.

www.bda.uk.com/food-health/food-facts.html

Q2 A copy of all educational literature resources (e.g. Word documents, PowerPoints, Patient Information Leaflets, written Advice and Guidance documents etc.) that are distributed, or presented, to patients within your Trust from the Eating Disorder Service department (or similar) within your Trust, either in community-based or hospital-based settings.

I am disclosing a disability under the Equality Act, and have attached a picture of my Blue Badge, along with my Photo Identification and Proof of Address (NHS Letter), to confirm this.

I request under the Equality Act that I am provided with any correspondence regarding my Freedom of Information Request, including acknowledgements and the data itself, to be provided in hard copy to my address above.

A2 As answer 1

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

UHNM NHS Trust is a public sector body and governed by EU law. FOI requestors should note that any new Trust requirements over the EU threshold will be subject to these regulations and will be advertised for open competition accordingly.

Where the Trust owns the copyright in information provided, you may re-use the information in line with the conditions set out in the Open Government Licence v3 which is available at <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>. Where information was created by third parties, you should contact them directly for permission to re-use the information.

An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records