

Welcome to the North Middlesex University Hospital NHS Trust Publication Scheme.

The Publication Scheme is in three parts:

- Part one: Introduction
- Part two: The Classes of Information that we hold
- Part three: Inspection and Monitoring Bodies and Useful Resources

Introduction

What is a Publication Scheme?

This Publication Scheme is a complete guide to the information routinely published by North Middlesex University Hospital NHS Trust. It is a description of the information about our Trust, which we make publicly available. We shall review the Scheme at regular intervals and monitor how it is operating. It is important to us that this Scheme meets your needs and we have designed it to be a route map so that you can find information about the Trust easily. Under Section 19 of the Freedom of Information Act 2000 (there is a link to the Act in Part Three below), the Trust has a legal duty to adopt and maintain a Publication Scheme for the publication of Trust information. The purpose of the Act is to promote openness by public authorities (of which the Trust is one). The Publication Scheme will help you to find all the information, which the Trust publishes. The Freedom of Information Act does not change the right of patients to protection of their patient confidentiality in accordance with Article 8 of the Human Rights Convention, the Data Protection Act and at common law. Maintaining the legal right to patient confidentiality continues to be an important commitment on our part. To help with this, we have appointed someone who is called a Caldicott Guardian, and who has responsibility to throughout the Trust in accordance with your legal rights. In the Trust, our Caldicott Guardian is:

Dr Achim Schwenk
North Middlesex University Hospital NHS Trust
Trust Headquarters
Sterling Way
London
N18 1QX

- **Information Management**

Information falling into the Classes, as outlined in Part two of this Publication Scheme will be retained in line with the North Middlesex University Hospital NHS Trust's retention and disposal schedules, which comply with HSC1999/53, Public Record Office Guidance and the DoH Records Management Code of Practice .

- **Feedback**

Any questions, comments and complaints about this Scheme should be sent in writing to

Anne Appadoo
Information Governance and Health Records Manager
North Middlesex University Hospital NHS Trust
Sterling Way
Edmonton

N18 1Q
020 88874128

Email Anne.appadoo@nmh.nhs.uk

If you have a complaint about the operation of the Publication Scheme, or how the North Middlesex University Hospital NHS Trust has dealt with your request for Information from the Scheme, please write to:

Clare Panniker – Chief Executive
North Middlesex University Hospital NHS Trust
Sterling Way
Edmonton
N18 1QX

- **Rights of Access to Information**

At the present time, in addition to accessing the information identified in this Publication Scheme, you are entitled to request information about the North Middlesex University Hospital NHS Trust under the NHS Openness Code 1995. A link to this is available in Part 3 of the Scheme and hard copies are available free of charge from the Department of Health (PO Box 777, London SE1 6XH or email doh@prolog.uk.com). Sometimes, some or all of the information cannot be provided and we will explain the reasons why not when this happens.

The Freedom of Information Act recognises that as a member of the public, you have the right to know how public services such as the NHS are organised and run, how much they cost and how you can make complaints if you need to. You have the right to know which services, the targets that are being set, the standards of services that are expected and the results achieved.

From January 1st 2005, the Act obliged the Trust to respond to requests about the information which it holds and is recorded in any form and it created a right of access to that information. The rights to request and access this information are subject to some exemptions which the Trust has to take into consideration before deciding what information can be released.

Under the Data Protection Act 1998, you are also entitled to access your clinical records or any other personal information held about you. In order to do this you can contact:

Access to Health Records Officer
North Middlesex University Hospital NHS Trust
Complaints and Legal Department
3rd Floor, Old Nurses Home, Sterling Way,
London N18 1QX

Environment Information Regulations were introduced in 2004. These enable access to environmental information, as under the Freedom of Information Act 2000.

Part 2

The Classes of Information

The information is grouped into broad categories as follows:

1. The NHS and how we fit
2. Who we are
3. Financial and Funding Information

4. Corporate Information
5. Aims, Targets and Achievements
6. Our Services
7. Reports and Independent Enquiries
8. Policies and Procedures
9. Public Involvement and Consultation
10. Regular publications and Information for the public
11. Complaints
12. Human Resources
13. Communications with the Press and Media Releases
14. Environmental Information
15. This Publication Scheme

We will state how you can obtain the information outlined within each Class. This will be either via the North Middlesex University Hospital NHS Trust website (www.northmid.nhs.uk) or as a hard copy or other media as stated within each Class. All requests for copies of information should be made to

Anne Appadoo
Information Governance and Health Records Manager
North Middlesex University Hospital NHS Trust
Sterling Way
Edmonton
N18 1Q
020 88874128

Email Anne.appadoo@nmh.nhs.uk

The publications are all free unless otherwise indicated within each Class. (Where information is provided at a cost the charges will be calculated as set out in Class 15). The Trust's commitment to publish information excludes any information, which can legitimately be withheld under the exemptions set out in the NHS Openness Code or the Freedom of Information Act. Where individual classes are subject to exemptions, the main reasons are e.g. the protection of commercial interests and personal information under the Data Protection Act 1998. This applies to most Classes within the Publication Scheme. This Publication Scheme is available on our website and in hard copy on request.

1. **The NHS and how we fit**

The NHS is a very large part of the public sector. A full list of organisations can be found on the internet at www.nhs.uk

Some key national documents describing the priorities and plans for the entire NHS:

Information	Where Available
NHS Plan	The NHS Plan: a plan for investment, a plan for reform : The Department of Health - Pubs and stats: Publications
Priorities and planning Guidance	http://www.dh.gov.uk/assetRoot/04/05/57/83/04055783.pdf
The NHS National Service Framework	National service frameworks (NSFs) : The Department of Health - P&G: Health and social care topics
Improving Working Lives	Improving working lives : The Department of Health - P&G: HR: Model employer

Local NHS Structure showing how we relate to other bodies

Information	Where Available
The North Middlesex University Hospital NHS Trust relates to the Department of Health, NHS London Enfield PCT, Haringey PCT, Information about these organisations can be found on the relevant websites.	Welcome to the NHS London Enfield Primary Care Trust Homepage Official Haringey Teaching Primary Care Trust Home Page DH home : The Department of Health

2. Who we are

Details of the Trust, organisational structures and key personnel

Information	Where Available
Details of the North Middlesex University Hospital NHS Trust and the Board are available in the "About Us" section of the North Middlesex website	http://www.northmid.nhs.uk/
The Organisational structure of the Trust with details of key personnel and sub-committees of the board	http://www.northmid.nhs.uk/

Corporate Governance Information

Information	Where Available
Financial Policies and Procedures (including standing financial instructions; maintenance of authorised signatures, procedures for charitable funds; standing orders and procedure for patient property/monies), Establishment Orders, Scheme of Delegation	Some of this information is available on our website North Middlesex University Hospital NHS Trust Other types of information is available on request
Code of Conduct for Chairman and Chief Executive Register of Board Member's Interests	Available on request

Partnership information

Information	Where Available
The North Middlesex University Hospital NHS Trust works closely with two primary care trusts: Haringey Primary Care Trust and Enfield Primary care Trust	http://www.haringey.nhs.uk/ http://www.enfieldpct.nhs.uk/
The North Middlesex University Hospital NHS Trust works closely with the Medical School and provides education for undergraduates and junior doctors in partnership with the Royal Free and University College London Medical School and St Georges Medical School, Grenada.	http://www.ucl.ac.uk/medicalschoo/index.shtml
The North Middlesex University Hospital NHS Trust is a multi-disciplinary educational facility for the training and accreditation of Health Care Professionals. Educational partners include: Middlesex University	Middlesex University - Homepage
The North Middlesex University Hospital NHS Trust is currently in the final planning stages for the construction of our new hospital. Our Private Finance Initiative (PFI) partner is the Bouygues Consortium.	Bouygues UK - Home Available on request

3. Financial and Funding Information

Funding details, charging policies and financial accounts.

Financial Information

Information	Where Available
Annual Accounts	Our website
Trust Financial Returns	Available on request
Terms of reference to the Audit Committee	On request
Terms of reference to the Internal Audit Service	On Request
The North Middlesex University Hospital NHS Trust uses the NHS standard Purchasing Policies, procedures and terms and conditions. These can be viewed on the PASA website.	www.pasa.doh.gov.uk/purchasing/

4. Corporate Information

Reports, policies and Business Plans

Information	Where Available
Annual Report	Our website
Aims and Objectives	Our website
Business Plan	Our website
Agenda and Minutes of Trust Board Meetings	Our website
Minutes of Trust Board sub-committee meetings	Available on request
Minutes of Hospital Management Board meetings	Available on request

5. Aims, Targets and Achievements

Information	Where Available
Financial Targets, Aims and Objectives and key performance indicators are included in the Board minutes and reports	Our website
Annual Clinical Governance Report	Our website
Annual Clinical Governance Development Plan	Our website
Clinical Audit Annual Report	Our website
Annual Infection Control Report	Our website
Patient Survey Report	Our website
Dr Foster Clinical Benchmarking report	Our website

Information about how we ensure Patient safety, our Risks Management function, how we report adverse incidents and how we support clinicians requiring assistance

Information	Where Available
Clinical Risk Management Report	Our website
Adverse incident reporting procedure	Our website
Serious incident Policy	Our website
Clinical guidelines	Available on request
Nursing and Midwifery Policies	Available on request
Infection Control Policies	Available on request
Policy and Procedure for verifying registration	Available on request

6. Our Services

Information	Where Available
Decisions about services are taken by the Trust Board and can be viewed in Board Minutes	Our website
Clinical Services Descriptions are available on the North Middlesex University Hospital NHS Trust website under the clinical services section	Our website
Non clinical services Some non clinical services are not directly provided by the Trust. A full list of our Service Level Agreements with other organisations is available on request.	Available on request

7. Reports and Independent Enquiries

Information	Where Available
Current Health Care Commission report	Our website and http://www.healthcarecommission.org.uk/
Clinical Negligence Scheme for Trusts/ NHS Litigation Authority Assessment	Our website NHSLA - CNST NHSLA - home
Trust responses to HCC investigations	Available on request
Trust responses to national enquiries	Available on request

See part 3 for a list of bodies that monitor and inspect us.

We will not release the results of any inspection prior to the completion of the inspection process. Similarly, we will not release any information pertaining to an investigation without the agreement of the inspecting organisation. Some information that is of a personal and confidential nature will be excluded from the publication of inspection reports, as will any other confidential material. Material relating to the health and safety of specific individuals, to law enforcement, criminal or regulatory investigations material, or audit issues may also be excluded from publication.

8. Policies and Procedures

Information	Where Available
General policies and procedures in use within the Trust. These include clinical, non-clinical and administrative policies.	Some of the policies are available on our website others are available on request

9. Public Involvement and Consultation

Information	Where Available
Patient and Public Involvement	
Patient Advice and Liaison Service (PALS) provides information to patients, carers and families about health and local health services; puts patients in contact with relevant voluntary organisations and support groups.	Available on request
Patient Representative Forum monitor and review services provided or arranged by the Trust from the point of view of the patient	Available on request
The League of Friends provides voluntary services in many areas of the Trust. The Trust has appointed a Volunteer Co-ordinator who is available to support both volunteers and departments where volunteers help out.	Available on request
Details of current proposals relating to changes in service provision	Available on request
Overview and Scrutiny committee are help by both Enfield and Haringey Local Authorities and take on the role of scrutiny of the NHS. The also have to be consulted by the NHS where there are major changes to health services	www.haringey.gov.uk www.enfield.gov.uk

10. Regular publications and information for the public

Information	Where Available
The Trust produces a staff newsletter “News and Views” which is available in various places around the hospital. Copies can also be obtained from the communications officer.	Available on request
The Trust produces a variety of leaflets and booklets on a range of health and hospital related topics.	Available on request

11. Complaints

Policies, Procedures and contacts for complaints

Information	Where Available
Policy on handling complaints	Our website
Complaints statistics and service improvements	Our website
Complaints procedure	Our website Merylyn Brown Complaints and Legal Services Manager 3 rd Floor Sterling Way London N18 1QX 020 8885 4158 email: merilyn.brown@nmh.nhs.uk

12. Human Resources

Employment policies and procedures

Information	Where Available
Policies relating to working at and employment with the North Middlesex University Hospital NHS Trust e.g. flexible working, disciplinary, Dignity at Work, Staff Health	Our website
Human Resources Strategy	Available on request
Workforce Description	Our website as part of the Annual Report
Strategy for continuing professional development	Our website
Current vacancies	Our website

13. Communication with the Press and Media Releases

Information	Where Available
Internal and external communications strategy	Available on request Sarah Bleach Communications manager 020 8887 4216
Press releases	Our website
Compliments and awards to the Trust or individuals within the Trust	Our website

14. Environmental Information

Estates and Land and environmental impact

Information	Where Available
Details of estate and land holdings and the uses they currently enjoy	Site Map available on our website Others, available on request
Information required to be placed in the public domain as a result of the environmental enforcement action and associated information	Available on request

15. This Publication Scheme

In this class we will publish any changes we make to this Publication Scheme, and a referral point for all enquiries regarding information management generally in the Trust. We will also publish any proposed changes or additions to publications already available.

Cost of Information

a) Via the Trust's Web Site – Free of Charge. Any charges for Internet Service Provider and personal printing costs would have to be met by the individual.

For those without internet access, a single print-out as on the website would be available by post on request from the Information Governance Manager, or by personal application at Trust Headquarters, 1st floor, Old Nurses Home.

b) e-mail will be free of charge, unless it says otherwise

c) Leaflets and brochures on, for example, services we offer to the public are provided free of charge.

We will let you know any costs or charges that will have to be paid in advance. Please refer to the Trust's Freedom of Information Policy for more details on charges.

Copyright

The material available through this Publication Scheme is subject to the Trust's copyright unless otherwise indicated. Unless expressly indicated on the material to the contrary, it may be reproduced free of charge in any format or medium, provided it is reproduced accurately and not used in a misleading manner. Where any of the copyright items in this Scheme is being re-published or copied to others, you must identify the source of the material and acknowledge the copyright status.

Permission to reproduce material does not extend to any material accessed through the Publication Scheme that is the copyright of third parties. You must obtain authorisation to reproduce such material from the copyright holders concerned. For HMSO Guidance Notes on a range of copyright issues, see the HMSO web site:

www.hmso.gov.uk/guides.htm

or contact

HMSO Licensing Division
St Clements House
2-16 Colegate
Norwich
NR31BQ
Tel: 01603 621000
Fax: 01603 723000

Part Three

Inspection and Monitoring Bodies and Useful Resources

The bodies involved in the monitoring and/or inspection of our services:

- Audit Commission (www.audit-commission.gov.uk)
- British Psychological Society (www.bps.org.uk)
- Child Protection Teams
- Healthcare Commission (www.healthcarecommission.org.uk)
- Confidential Inquiry into Suicides and Homicides
- Coroner's Officers
- Directorate of Counter Fraud Services
- District Audit (www.district-audit.gov.uk)
- General Medical Council (www.gmc-uk.org/)
- Health and Safety Executive (www.hse.gov.uk)
- Health Service Ombudsman (www.healthcarecommission.org.uk)
- Home Office Mental Health Unit (www.homeoffice.gov.uk)
- Medical Devices Agency (www.medical-devices.gov.uk)
- Medicines Control Agency (www.mca.gov.uk)
- Mental Health Act Commission (www.mhac.org.uk)
- National Clinical Assessment Authority (www.ncaa.nhs.uk)
- National Patient Safety Agency (www.npas.nhs.uk)
- NHS Estates (www.nhsestates.gov.uk)
- NHS Litigation Authority (www.nhsla.com)
- Nursing and Midwifery Council (www.nmc-uk.org/)

Useful Resources

Web sites

www.informationcommissioner.gov.uk

This is the Information Commissioner's website

www.lcd.gov.uk

This is the Lord Chancellor's Department web site

www.foi.nhs.uk

This is the NHS Freedom of Information web site.

Publications

NHS Openness Code

FOI Act 2000 – www.legislation.hmso.gov.uk/acts2000/2000036.htm

FOI Act 2000 Explanatory Notes www.legislation.hmso.gov.uk/acts/en/2000en36.htm

Code of Practice under Section 45 FOI Act 2000 – www.lcd.gov.uk

Code of Practice under Section 46 FOI Act 2000 – www.lcd.gov.uk