

**Freedom of Information Request**

**Ref: UHB 19-467**

6 August 2019

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

**Request:**

On the 16/2/2018 I made a foi request (UHB-107-18) concerning hand written notes in the ITU. You told me that no notes had been hand written since October 2008. However since you eventually replied three and a half months later on the 22/5/18, I have seen that there is something called a stool chart which is hand written . So can you please list all the other charts, reports, serious incident forms etc. that are used in the unit.

**Response:**

The Adult General Intensive Care Unit (GICU) has been on a Clinical Information System (CIS) (electronic patient records) increasingly since 2007 with the main transition in October 2008 as per chart below.

March 2007	Stage I	ChartAssist - Flowsheets, Fluids, Interventions & Scoring
October 2008	Stage II	Innovian - Care Plans, Medical Plans, Assessments, Medical Notes & Physio Notes, Electronic Drug Charts
		Reports Server Interrogation, Safer Patients Initiative, ICNARC, Saving Lives

In February 2015 the department transitioned again onto a different electronic notes provider platform moving from Innovian 'Chart Assist' to Phillips. Within these two systems, the majority of the notes (and all patient clinical observations) are recorded electronically. Since the rest of the hospital remains on paper, at the point of patient transfer out of ITU to the ward, all notes need to be printed out and current records are transitioned to hand written documents.

Whilst the Clinical Information Systems hold the majority of the patient records, there are some that remain on paper as it is too complex / more challenging to manage these currently within the electronic system. These include:

- The Core Risk Assessment booklet – this includes a manual handling risk assessment, pressure ulcer risk assessment, falls risk assessment, infection risk assessment, nutrition chart and stool chart.
- Any care plans that are then commenced based on the risk level assessed in the core assessment booklet are commenced on paper.

Stool records are already found within the CIS so are not required to be kept on paper but since they are part of the pre-made risk assessment booklet, staff complete this alongside the other risk assessments.

There is a long list of paper charts that may also be commenced upon discharge depending on the patient condition. There are also paper charts that may be commenced during the GICU stay as it has been deemed, less efficient to include them within the CIS.

Examples include:

- Dialysis fluid documentation
- Restraint risk assessment and re-assessment

Examples of common paper charts that are commenced at the point of discharge include:

- Fluid chart
- Observation chart
- Stool chart
- Updated risk assessment booklet and care plans
- Discharge handover record
- Record of any lines that remain in place

Since there is a need to transition many records to paper at the point of discharge staff will commence them earlier so there are no delays at the point of discharge. The Trust is aiming to reduce this workload and to add more things to the CIS to improve efficiency going forwards.

All serious incident documents and standard incident documents are recorded electronically through the electronic Datix system.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Trust Secretary

University Hospitals Bristol NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

#### Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

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Yours sincerely

**FOI Team**  
**UH Bristol NHS Foundation Trust**