

# THE CHRISTIE NHS FOUNDATION TRUST – FREEDOM OF INFORMATION, RECORD OF REQUESTS/RESPONSES

## General Requests

**Reporting Officer: Eileen McGuigan, complaints and claims manager**

Period: January 2010 – December 2010 (using date response is due)

Ref.	Date Received	Details requested	Response	Date of Response	Cost
G330	03.12.09	Percentage of invoices paid within 10 days since October 2008	Information provided showing average 74% paid within 10 days over period	Sent 10.12.2009	
G331	10.12.09	A copy of your most recent Prescribing Formulary/ Traffic Light Guidelines / Shared Care Prescribing Guidelines The name of the committee which updates the above? Review dates and next scheduled update dates?	Our prescribing formulary comprises a range of guidelines including: Chemotherapy regimens routinely available, Antibiotic guidelines, Treatment of neutropenic sepsis, Management of nausea and vomiting, Analgesia guidelines, Thromboprophylaxis, Guidelines for the use of growth factors (pegfilgrastim). Traffic light guidelines relating to shared care are available on <a href="http://www.nyrdtc.nhs.uk/GMMG">www.nyrdtc.nhs.uk/GMMG</a> and are overseen by the Greater Manchester Interface Group. Local policies are overseen by the Christie Drugs & Therapeutics Committee. Prescribing policies are reviewed at least every 2 years. New drugs are reviewed regularly by the Committee on average one or two per month for consideration onto the formulary. They must then be approved by the Drugs Management Committee before inclusion on the formulary.	Sent 29.12.2009	

G332	11.12.09	Information re smoking shelters and metal bins	EM explained that we do not have and will not be getting smoking shelters and do not use metal bins and use sharps bins that are incinerated	Sent 17.12.2009	
G333	14.12.09	ICT Strategy/ICT Business plan Procurement Strategy Corporate plan Budget/Financial Plan Annual Report	ICT Strategy/ICT Business plan Procurement strategy and Annual Report (containing Corporate plan and Budget/ Financial Plan) sent	Sent 04.01.2010	
G334	15.12.09	Catering arrangements and number/nature of complaints	Explained in house service. Two complaints in past year relating to availability of drinks in coffee shop just before closing and cost of drinks in Starbucks concession.	Sent 17.12.2009	
G335	05.01.10	E-procurement questionnaire for completion	Completed questionnaire sent	Sent 20.01.2010	
G336	12.01.10	Maternity unit info	No response required as per request as we have no Maternity Unit	N/A	
G337	15.01.10	Info relating to the Trust's internal transport provision for internal mail, pathology specimens, sterile services department, electro-biomedical engineering, pharmacy, patient records and stores.	All of these internal transport issues are managed in house through an internal mail, carrier and pneumatic tube system. The Trust does not intend to outsource any of these functions	Sent 18.01.2010	

G338	18.01.10	Names and Job-titles of the current members of the Drugs & Therapeutic Committee	Job titles and central contact (June So) sent	Sent 22.01.2010	
G339	20.01.10	Details of staff with access to patient records	881 of 2400 – sent details of staff responsibilities and patient info leaflet about confidentiality	Sent 05.02.2010	
G340	21.01.10	Details of outsourced facilities management	Confirmed none is outsourced	Sent 22.01.2010	
G341	21.01.10	Contact details for facilities	Bob Higginbotham's details sent by JS	Sent 22.01.2010	
G342	22.01.10	the usage of emollients and alginates (for dyspepsia/reflux) in secondary care	Emollients - 220x500g, Diprobase and 2296x100g, Aqueous cream between April 2009 – Jan 2010. Alginates – 125650mls April 2009 – Jan 2010	Sent 09.02.2010	
G343	26.01.10	A&E information	Advised no A&E	Sent 26.01.2010	
G344	28.01.10	FOI numbers from 2005 - present	466 received 2005 – 28.01.2010, 425 received response within 20 days	Sent 19.02.2010	
G345	02.02.10	No of employees and names of directors	2283 staff. Our Chief Executive is Caroline Shaw, Director of Finance is Ian Moston who also covers IT, and our Associate Director for HR is Tracy Boylin.	Sent 11.02.2010	
G346	02.02.10	Contact details for head of estates	BH details sent	Sent 05.02.2010	

G347	03.02.10	Very detailed request relating to patient engagement, with a particular focus on ways in which we capture and act on the feedback from those groups of patients classed as 'hard-to-reach'.	Response issued included the following: budget allocated to patient engagement in 2009/09 and 2009/10 2008/09 - £15840 2009/10 - £16020 total number of patients surveyed/engaged with on a formal basis during 2008/09 and 2009/10; and the proportion of these that are classed as being 'hard-to-reach'. We surveyed/engaged formally with 4000 people approximately. Of these 2% approximately were from an ethnic minority background, 25% had some kind of disability as would be expected in a hospital whose patient population is generally elderly. 2008/9 – IP survey – 460, public engagement events – 285, 100 patient monthly survey 1200, approximately 2000 people via the usual department surveys – total – 3945. Proportion hard to reach – 2%	Sent 01.03.2010	
G348	08.02.10	Details re invoice payment timescales	1. (A) 73% of suppliers invoices from November 08 (when we started collating the information) to January 09 have been paid within 10 days 1. (B) 27% of suppliers invoices from November 08 (when we started collating the information) to January 09 have not been paid within 10 days 2. (A) Unfortunately we do not have this data available 2. (B) £21,038,334 is the total value of invoices not paid within 10 days 3 & 4 – no payments for late payment made	Sent 05.03.2010	

G349	11.02.10 (further info received)	The amount spent by the trust on alternative/integrated/complimentary medicine and a list of the suppliers with a brief description of what they supplied	<u>Expenditure:</u> Exchequer funding: £40.2k Charitable funding: £75k + £79.3k = £154.3k Grand total = £194.5k <u>Services provided:</u> clinical hypnotherapy, aromatherapy, reflexology and relaxation, medical acupuncture, essential oils therapy. These services are 'supplied' by therapist staff employed by the Trust on variable hour contracts. >95% of expenditure relates to pay. We also have a dietetics and nutrition department, with an annual expenditure of £268k.	Sent 25.02.2010	
G350	16.02.10	Clinical Governance Report 2008-2009 & Prescribing Formulary 2010	Documentation provided	Sent 08.03.2010	
G351	19.02.10	Healthcare Travel Cost Scheme – understanding and usage info requested	Cathy Stopes completed questionnaire	Sent 11.03.2010	
G352	23.02.10	Trust information: How many hospitals? How many staff? Turnover of the trust? Org chart of the trust including names and titles of the directors. Particularly the Divisional Directors.	1 hospital, 2283 staff. Turnover as the 2008/09 accounts (latest published data) is £159,535k Planned turnover 2009/10 as the annual plan is £157,099k. Organisational chart sent	Sent 26.02.2010	
G353	26.02.10	Large amount of ICT information including expenditure on: hardware, software, telephony, support services and outsourced services. Value of assets, number of staff and management details with structure chart and copy of contacts register for IT with details of current contracts	ICT details sent with structure etc	Sent 22.03.2010	

G354	26.02.10	Number of emergency admissions due to diabetes/ diabetic conditions	Confirmed specialist cancer centre therefore no emergency admissions of this type	Sent 01.03.2010	
G355	02.03.10	Names and contact details for ICT team – same as his previous request – G306	See G306 – same information sent with adjustment to show a vacant post. Section 40 exemption (personal information) applied to other staff details	Sent 02.03.2010	
G356	26.02.10	A1. Your Formularies A2. Your range of disease-specific strategies and guidance documents <b>B. End of Life Care</b> B1. Does your organisation have an End of Life Care Strategy? - If so please would send an electronic copy? B2. Would you also send any condition-specific End of Life Care strategies that you have developed, for example, for cancer, liver disease, dementia etc.? B3. Has the advent of the strategy resulted in any specific initiatives or pathway redesigns? If so please give details? B4. Who are the End of Life Care leads in the organisation?	Formulary, DOG guidelines for breast, lymphoma and GI sent. TOR for end of life project team issued. QB2 n/a as cancer centre. We have implemented of advanced care planning and holistic assessment, preferred priorities for discussions resulting in end of treatment discussions and decisions, facilitation of rapid discharge, prevention of inappropriate admissions, etc, national pilot site for Gold Standards Framework in Acute Hospitals and we have participated in second round of Liverpool Care Pathway national audit and implementing recommendations. End of life care leads are Carole Mula, Tracey Coleby and Kevin Dunn	Sent 22.03.2010	
G357	02.03.10	how many <b>full-time equivalent</b> (a) Doctors; (b) Qualified Nursing Staff; (c) Managers and Senior Managers; and (d) staff in total your trust (i) currently employs and (ii) is planning to employ in each financial year from 2010-11 to 2014-15. (a) how many beds your trust currently has, including day beds; and (b) how many beds your trust is planning to have in each financial year from 2010-11 to 2014-15. (a) your trust's total budget for 2009-10; and (b) what your trust is planning for its total budget to be in each financial year from 2010-11 to 2014-15.	All details provided	Sent 25.03.2010	

G358	01.03.10 (clarification rec'd 05.03.10)	Details of staff earning over £100,000 2008/9 or 2009/10	Confirmation that exec team (CE, Chief Operating Officer, Director of Finance and Director of Nursing and Governance) and 6 consultants earned over this amount  08.04.2010 Additional information provided	Sent 22.03.2010	
G359	05.03.10	Details of newborn babies blood spot storage	Advised specialist cancer centre therefore not applicable to us	Sent 05.03.2010	
G360	08.03.10	*Number of Employees in the organisation as a whole: (and split by sector) Finance, HR, Procurement, IT. Names of HR Business partners / Managers, Contracts / supplies Managers, head of finance, Head of IT. Organisational chart and details of recruitment in 2009	Organisational structure, details of relevant post holders and confirmation of employee numbers etc (2335) sent	Sent 22.03.2010	
G361	11.03.10	Details of the sharing of medical data between NHS trusts and third-parties for research purposes	Confirmation of way in which information is shared provided	Sent 31.03.2010	
G362	12.03.10	Organisational charts for OT teams, including physio	Chart issued	Sent 22.03.2010	
G363	12.03.10	Details of ICT team	Details of Deputy Director of Informatics, Interim head of informatics, procurement manager and head of ICT sent	Sent 22.03.2010	
G364	22.03.10	Contact details for estates	Details sent	Sent 08.04.2010	

G365	23.03.10	Info re mixed sex wards and personal care by opposite gender	All our wards admit both sexes, however within the wards, there is separation (according to sex) of sleeping accommodation and toilet/bathroom facilities. 184 beds. Our Privacy and dignity policy is currently being drafted for ratification in April with the following inclusion: 'Where possible, the wishes of a patient to be examined or receive personal care by a member of the same sex are respected'	Sent 24.03.2010	
G366	24.03.10	IG structure inc FOI and job titles/banding of team	Information Governance (IG) sits within the Information Department and is led by the Head of Information. We do not have an IG department/team. The people that gather the information for the IG Toolkit are part of the process for IG but don't form part of a structure specifically for IG.	Sent 08.04.2010	
G367	24.03.10	ICT information inc budgets/spending	All details sent	Sent 21.04.2010	
G368	24.03.10	Details of all compromise agreements entered into with doctors in past 10 years	None entered into	Sent 31.03.2010	
G369	26.03.10	Details of materials used by fertility department	Confirmed specialist cancer centre	Sent 29.03.2010	

G370	26.03.10	<p>1 Corporate Management Structure - structure of the Trust headed by the Chief Executive</p> <p>2 IM&amp;T Strategy 2010/11 – the Trust's Corporate IM&amp;T strategy. Please provide full contact details of the manager within the organisation that holds the ICT Strategy contact name, job title, email and telephone number?</p> <p>3 IM&amp;T Business Plan - the IM and T Department's business plan</p> <p>4 IM&amp;T Structure - the IM&amp;T Department's Structure, contact names, telephone numbers and email address</p> <p>5 Head of Community Services, contact names, job title, telephone numbers and email addresses</p>	Docs sent for 1, 2 & 4. Advised no community service team (5) and no document meeting description of IM&T business plan (3)	Sent 20.04.2010	
G371	30.03.10	Structure charts for each directorate with names/job titles of staff	Structures sent with names of senior managers	Sent 27.04.2010	
G372	30.03.10	Details of staff earning £200,000 +	Earnings details sent 08.04.2010	Sent 08.04.2010	
G373	06.04.10	Details of Board meetings 2007/08 and 2008/09	Provided links to annual reports and confirmed 11 board members during the period requested etc	Sent 14.04.2010	
G374	06.04.10	Details of personal data storage	Data Protection and encrypting data policies sent. Confirmation data is held on paper and on computer. Unfortunately we are unable to provide details of specific file formats as this is considered to be a security risk	Sent 08.04.2010	
G375	07.04.10	Details of tissue viability and infection control nurses. Instances of pressure sores	Full response sent (detailed information)	Sent 28.04.2010	

G376	07.04.10	Contact details for lead in nurse training and budget re post registration nursing qualifications	Year 2009/10 - we received 156 academic module allocations from the strategic health authority. In financial terms, depending upon the module cost at each Higher education Institute, this would equate at its lowest value to £54,250 and at its highest value £124,000. All 156 allocations were given to registered nurses within the organisation between April 09 and March '10. AN details given as contact.	Sent 21.04.2010	
G377	09.04.10	IT and information structures	Structures sent and confirmed Matthew Barker-Hewitt as head of information and Mike Cushin as head of ICT	Sent 12.04.2010	
G378	12.04.10	Our statistics of local recurrence and distant recurrence of cancer in patients with triple negative cancer from 5 years after diagnosis onwards and the statistics of patient death rate of local recurrence and distant recurrence in patients with triple-negative breast cancer from 5 years after diagnosis onwards.	Advised we do not have specific hospital data but sent Lancet TACT publication as this contains helpful information	Sent 15.04.2010	
G379	20.04.10	copy of Audited Accounts for the year end 2008-2009 and for year end 2009-2010 , name of Auditors and their fees, which firm modernised this hospital under PFI Contract and how much a year the hospital will pay for this PFI Contract and name of PFI Firm. how much money the hospital will pay for year 2008-2009 and 2009-2010 for all stationery, computers, photocopies, medicine and name of firm to deliver them and their cost , salary bill of all medical consultant, nurses, admin staff, porters, cleaners, ambulance staff, pharmacist, radiographers for year 2008-2009 and year 2009-2010	ME confirmed all info in accounts and will let me have a copy (2009/10 accounts will not be ready until at least late July 2010)	Sent 21.04.2010	

G380	20.04.10	Contact details of those leading the transfer of community services	tertiary network wide provider and we are not involved in the current transfer/ vertical integration of community services.	Sent 21.04.2010													
G381	22.04.10	Details of C Difficile testing within the Trust	Details provided including: The <i>C. difficile</i> testing is done at Central Manchester University Hospitals with whom there is an SLA for microbiology service provision and it is available seven days per week. 2008 - 2282 samples were tested and 78 were positive. 2009 - 2787 were tested and 86 were positive	Sent 13.05.2010													
G382	29.04.10	Details of guidewire procurement	Excel document sent with information requested	Sent 13.05.2010													
G383	26.04.10	Details of all communications between The Christie and Pfizer re trials from 01.07.2009	Sent to AB by Dr Harrison 13.05.2010 20.05.2010 AB contacted Pfizer for consent to issue information 21.05.2010 letter drafted explaining this to requestor	Due 24.05.2010 - sent 28.06.2010	Reported to Information Commissioner by requestor 14.06.2010. Contact from IC 03.08.2010 - concluded												
G384	04.05.10	Copies of anti fungal protocols 2006 and present	Protocols sent with confirmation that our antifungal policies have not included conventional amphotericin since before 2006	Sent 13.05.2010													
G385	17.05.10	Total number of staff, whole time equivalent, and the total number of clinical oncologists, medical oncologists, oncology nursing staff and radiographer staff.	<table border="1"> <thead> <tr> <th>Staff Group</th> <th>FTE</th> </tr> </thead> <tbody> <tr> <td>Clinical Oncology</td> <td>33.39</td> </tr> <tr> <td>Medical Oncology</td> <td>20.5</td> </tr> <tr> <td>Nursing</td> <td>473.86</td> </tr> <tr> <td>Radiographers</td> <td>137.01</td> </tr> <tr> <td>Trust</td> <td>2070.85</td> </tr> </tbody> </table>	Staff Group	FTE	Clinical Oncology	33.39	Medical Oncology	20.5	Nursing	473.86	Radiographers	137.01	Trust	2070.85	Sent 20.05.2010	
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G386	17.05.10	A list of the suppliers for the financial year 2009-2010 on catering services (including till systems for canteens). Where possible, the amount of money spent with each of these suppliers during this financial year.	Full list supplied with spending included	Sent 09.06.2010	
G387	19.05.10	What The Christie is paid, and by whom, for outpatient appointments, and whether additional appointments, arranged because of administrative issues attract additional payment. Copy of any protocol in place for patients whose care is shared between these The Christie surgical directorate and Hope dermatology	Details sent confirming payments for OP appts with link to DH website. Advised no formal protocol for shared care pts.	Sent 09.06.2010	
G388	21.05.10	Details of public funded/welfare funerals in last 3 financial years	Response included: we have agreed to pay 5 but only been invoiced for 2 in this time at total cost of £1843.80. No relatives for these patients, aged 38, 52, 56, 57 and 63. 3 male and 2 female	Sent 09.06.2010	
G389	25.05.10	Details of payments made to trade unions 2007/08 & 2008/09	Response confirmed that the only payments made by The Christie to the unions were the deductions made from salary relating to union fees. We do not fund any unions. Trade union facility time for both periods breaks down as: Royal College of Nursing £6060.60, UNISON £5998.80, UNITE £2957.28	Sent 14.06.2010	
G390	01.06.10	Audited accounts 2009/2010	03.06.2010 wrote to advise they will not be ready for publication before the end of July 2010	Sent 03.06.2010	

G391	03.06.10	Name/email address of head of HR and administrator	Eve Rowlands info sent and that of three HR officers	Sent 04.06.2010	
G392	04.06.10	Details of systems used	All information provided (spreadsheet completed)	Sent 22.06.2010	
G393	07.06.10	FOI information – survey to be completed	Survey completed and returned	Sent 30.06.2010	
G394	15.06.10	Contract details re Collection, Transportation and Disposal of Health Care Waste - Pharmaceutical, Sharps, Cytotoxic and Cytostatic, Anatomical & General Clinical	Contract Renewal Date – June 2012 Contract Term – 4 years Contract Value for Full Contract Term (£) – The contract was tendered by the Greater Manchester Collaborative Procurement Hub on the behalf 8 Trust and 7 PCT's; We therefore, do not have the value of the full contract term. Annual Tonnages of individual waste streams – 2009 / 2010 - Hazardous Waste - 302.54 tonnes -Pharmaceutical, Cytotoxic, Sharps and Anatomical – 6.65 tonnes	Sent 28.06.2010	
G395	17.06.10	Details re procurement of consultancy services, including framework	Details of current framework sent	Sent 12.07.2010	
G396	17.06.10	Details of legal dept structure and legal spending	Questionnaire completed and sent to requestor	Sent 06.07.2010	
G397	17.06.10	We are looking for the number of patients currently being treated in your Trust with the drugs: Glivec, Sutent, Tasigna and sprycel For the conditions: chronic myeloid leukaemia (CML), gastrointestinal stromal tumour (GIST), renal cell carcinoma (RCC)	Sent to June 17.06.2010 – revised request received 05.07.2010 and sent to June 06.07.2010  Info provided: Glivec – 14 CML pts and 44 GIST, Sutent 3 GIST and 105 RCC, Sprycel 3 CML, Tasigna 0 CML and 0 GIST.	Sent 16.07.2010	
G398	15.06.10	Copy of proposed capital spend over the next three years	Copy of the proposed spend provided	Sent 05.07.2010	

G399	21.06.10	Questionnaire re medical folders, providers and cost etc	Confirmed details of current contract and provided anonymised copy of quotes for this year's contract	Sent 12.07.2010	
G400	14.06.10	Documentation inc personnel file and internal correspondence	21.06.2010 TB to liaise with our solicitors re this and revert to EM with documentation etc to be issued	Sent 09.07.2010	
G401	23.06.10	ICT details including strategy, structure etc	All details sent	Sent 20.07.2010	
G402	05.07.10 (amendment to request received 26.07.10)	Detailed information governance resources	Spreadsheet sent confirming the information governance staff and job descriptions attached	Sent 20.08.2010	
G403	05.07.10	Details of local counter-fraud measures and employment of your local counter fraud specialist function	Day rate of counter fraud function commercially sensitive so exempt under section 43. All other info provided including: Number of days for reactive counter fraud work set aside: 2007/08 & 2008/09 – 0 2009/10 – 6, Number of days for proactive counter fraud work set aside: 2007/08 & 2008/09 – 48, 2009/10 - 70	Sent 23.07.2010	
G404	09.07.10	Details of the Trust's own long term care and accommodation facilities (whether specialist wards, beds or separate facilities) ["the Facilities"] for a. older people; and b. younger adults with learning disabilities.	13.07.2010 confirmed specialist cancer centre therefore request not applicable to us	Sent 13.07.2010	

G405	09.07.10	Details of locum doctor pay	Information provided included: Total Locum doctors, 09/10 - £498,065, 08/09 - £259,913, 07/08 - £344,377. Surgery locums – 09/10 - £15,491, 08/09-£56,801 07/08 - £44,474. Unable to provide information re grade of locums/costs	Sent 03.08.2010	
G406	13.07.10	Details of deceased patients with no next of kin	Information not disclosed under sections 31 (disclosure could prejudice a range of investigations and conduct – not in public interest) and 41 (regarding information provided in confidence)	Sent 06.08.2010	
G407	13.07.10	Details of materials used by fertility department	Advised specialist cancer centre	Sent 13.07.2010	
G408	15.07.10	The most recent Venous Thromboembolism (VTE) clinical policies or guidelines	Surgical and non-surgical policies issued	Sent 23.07.2010	
G409	19.07.10	IM&T director info	Sent contact details	Sent 19.07.2010	
G410	20.07.10	Details of patients with febrile neutropenia following chemo and myelosuppressive chemo	Advised we do not hold this information here/in the network	Sent 28.07.2010	
G411	20.07.10	How many external support resource/people you have currently engaged within your trust either on a interim, fixed term or projects cost (Tender) basis	information based on external resource (not on our payroll) covering an interim or a fixed term period for the purposes of filling a vacancy or completing a project. The total number of staff covering roles as at 1 <sup>st</sup> July was 14.40 wte's (16 individuals).	Sent 30.07.2010	
G412	23.07.10	Details of data losses	Confirmed 4 incidences of data loss/theft August 2008 – July 2010 with information on each case	Sent 12.08.2010	

G413	06.08.10	Details of current Accounts Payable processes	Confirmed all information including: the accounts payable team is Centralised at The Christie NHS Foundation Trust, using IB solutions - Integra Packages. Number of staff manually processing invoices is 7 staff, equivalent to 5.13 wte	Sent 13.08.2010	
G414	16.08.10	Copies of the documentation submitted to The Christie as part of the tender for the new PP partnership	PPQ sent as requested and information memorandum (partially redacted under section 43 – commercial interest) sent following legal advice	Sent 14.09.2010	
G415	16.08.10	Details of the expenditure on chaplaincy services 2009/10	The chaplaincy co-ordinator has other responsibilities beyond the chaplaincy department. Based on an estimated 60% / 40% split of the co-ordinator's duties in 2009-10 The Christie spent £37396 on chaplaincy salaries, including costs such as employer's national insurance. There was no non-salary spend. Stock items of basic stationery come from the budget of another department.	Sent 26.08.2010	
G416	13.08.10	Details of use of specific Immunology Drugs for specific conditions (eg Crohn's disease)	EM confirmed that as a specialist cancer trust we do not treat any of the conditions specified.	Sent 17.08.2010	
G417	18.08.10	Research into the use of ProCure 21 – questionnaire to be completed	Tony Slater dealing with this. 20.08.2010 email to requestor for clarification of Qs 3 & 5. Chased 27.08.2010 & 10.09.2010. 20 day deadline to start when clarification received- no response from requestor. Response received 20.09.2010 completed questionnaire issued 30.09.2010	Sent 30.09.2010	

G418	18.08.10	Considerable documentation re governors/ membership including: Governor's Handbook, Member's Handbook, Governor's induction strategy, Governor's induction plan, Governor's induction timetable for the most recently appointed Governors in all classes, Any other material used to support Governor's inductions, Membership Strategy, Membership Engagement/ Communications Strategy, Community Engagement Strategy and/or Public and Patient Involvement Strategy, Communications and/or Branding Strategy, Constitution.	Response issued 15.09.2010 with all documentation etc requested	Sent 15.09.2010	
G419	19.08.10	Details of nurse/patient ratios, IP capacity and number of nurses/HCAs for years 1997, 2001, 2005, 2006, 2007, 2008, 2009 and 2010.	19.08.2010 sent to Marie Hosey and Tracy Boylin - <b>send response to Maria Jackson to issue as media- DONE</b>	Sent 15.09.2010	
G420	18.08.10	Details of private care we have funded for NHS patients since 2007/08	Confirmed none provided	Sent 13.09.2010	
G421	24.08.10	Details of software applications	Sent to JG 24.08.2010	Sent 14.09.2010	
G422	26.08.10	Questionnaire for completion re VTE	Completed questionnaire provided	Sent 17.09.2010	

G423	1.9.10	Information regarding clinical guidelines for acute coronary syndrome, breast cancer, bowel cancer, lung cancer	Acute coronary syndrome – N/A  Other guidelines issued	Sent 27.09.2010	
G424	02.09.10	Audited accounts 2009/2010	Copy sent	Sent 07.09.2010	
G425	07.09.10	a copy of each of the tenders for the external audit services procurement exercise	Responded with contact details of the organisations which provided tenders to be contacted directly	Sent 27.09.2010	
G426	09.09.10	Details of patient numbers with chemotherapy complications	Confirmed we do not have this information- reopened due to query from requestor. Sent to WM/VM for assistance 21.09.2010	Sent 20.09.2010  Reopened 21.09.2010 & info sent 01.10.2010	
G427	13.09.10	Info re NPSA safety alert re glaucoma	Confirmed we are a specialist cancer centre and therefore do not treat patients for glaucoma	Sent 14.09.2010	
G428	14.09.10	Details of medications used for patients with advanced renal cell carcinoma	Requested details provided	Sent 30.09.2010	
G429	14.09.10	A. Data relating to the treatment of patients with Idiopathic (immune) thrombocytopenic purpura (ITP)	Confirmed we are a specialist cancer treatment centre and do not treat this condition	Sent 20.09.2010	

G430	14.09.10	The Trust's latest IM&T plan/strategy, any plans outlining capital expenditure on IM&T for 2010/2011, an organizational chart for the IM&T function including names of Head/Director of IM&T, details of any efficiency/cost saving targets aligned with IM&T and/or the whole Trust.	IM&T plan/strategy & organizational chart sent. Confirmed that having followed the agreed process for capital bid assessment and allocation for 2010/11 the following bids have been approved: 3yr Gateway Protection Facility - £105,750, Maintain current network infrastructure by replacement of network switches that have gone 'end of life' and can no-longer be supported under maintenance agreement - £12,650, Extend disk storage in readiness for anticipated growth in data storage requirements - £23,768. There are no specific schemes within 2010/11 to make efficiencies / cost savings within IMT. The broad targets across the trust for 2010/11 are: Site rationalisation £600k, Procurement £150k, Outsourcing £100k, Collaborative working £100k, Energy £200k, Divisional related schemes £4,850k, Total £6m	Sent 30.09.2010	
G431	22.09.10	How much do taxi companies pay to operate on our site for the purpose of transporting patients and visitors. Please detail and include a breakdown of what they pay - for example, advertising at the sites, having a direct telephone line, an annual fee, a percentage or commission based on the journey length. Please provide figures for the past five years.	The Christie NHS Foundation Trust does not receive payments from any taxi firms to operate on site. We keep two on our books for transport of wheelchairs. There is a free phone to a firm which we do not receive payment for however the patients do not pay for the call to the firm.	Sent 30.09.2010	
G432	29.09.10	1) The number of cases of misdiagnosis at your Trust 2) The number of the cases of misdiagnosis that are Histopathology related. Information from the last 5 years.	Unfortunately we do not hold this information – requestor informed	Sent 19.10.2010	

G433	30.09.10	Information regarding clinical waste relating to the amount, cost, methods and reporting of the disposal and treatment of clinical waste. The requested information relates only to municipal (non-hazardous household), non-hazardous offensive and hazardous infectious bagged waste streams (not sharps).	Information provided, confirming that the information provided is reported via the NHS Estates Returns Information Centre (ERIC), following ERIC guidelines the waste submissions for 2009/2010 only include waste produced by The Christie; they do not include waste services provided for third party organisations on the trust site. The data for 2008/09 does include third party organisation, therefore, the data comparison will out of proportion if compared directly.	Sent 22.10.2010	
G434	13.09.10	Corporate governance policy/framework	As a foundation trust our corporate governance arrangements are set out in the NHS Act 2006 (Schedule 7 in particular) and in our authorisation documents. These can be found on the Monitor website on The Christie page or on our website under About Us and the A-Z documents. Pages 72 -92 of our Annual Report are also helpful – this is also on both the Monitor website and our website in the A-Z document section. The only change to our committee structure since the annual report was published in July is that the finance and investment committee was disbanded from 1 April 2010.	Sent 05.10.2010	
G435	01.10.10	Details of private patients treated for breast cancer in NHS setting	Confirmed 19 patients currently receiving Herceptin/Trastuzumab with 40 treated this year. None treated with tyverb/lapatinib this year	Sent 29.10.2010	

G436	01.10.10	Details of spending on hotel stays for patients	Details sent for Sept 2008 – present. Included longest stay of 4 nights for 2009 and 2010 and highest rate £97.18 for one night's stay	Sent 20.10.2010	
G437	05.10.10	Details re numbers of placenta (including second trimester pregnancy losses) sent for pathological investigation.	Confirmed this request does not apply to The Christie as a specialist cancer centre	Sent 26.10.2010	
G438	11.10.10	Please provide information on following for July 2010 and August 2010 -  1. Staff in Post (WTE) by staff group 2. Sickness Rate % 3. Turnover Rate % 4. Bank cost spend in £ 5. Locum cost spend in £	Information provided included -Bank cost spend in £ Payments made in July £23,303, Payments in August (worked in July) £24,493 and Payments in September (worked in August) £35,486) -Locum cost spend in £ July £62,046 and August £58,685 This is based on shifts covered in those months.	Sent 22.10.2010	

G439	12.10.10	<p>How much did the trust spent on artwork in the financial year 2009/10? How much did the trust spend on artwork in the financial year 2008/09 How much has the trust spent on artwork in the current financial year to date? Please provide an itemised list of all artwork worth more than 5,000, <u>purchased</u> in the time periods described above, in the following format: <i>date of purchase price estimated value (if different from price) - artist description of artwork current location of artwork (i.e. room, building, address)</i> Please provide an itemised list of all artwork and arts projects <u>commissioned</u> during the time periods described above, in the following format: <i>date commissioned cost artist/company description of work/event/project commissioned location (if applicable) date of completion</i></p>	<p>Information provided including The spending on artwork from the arts charitable fund was £5160 + vat. A further £594 was spent on the CCU arts project, the money coming from a private donor, The spending on artwork from the arts charitable fund was £3572 + vat, excluding restoration of historic work, community projects, etc., the only artwork commissioned - Date commissioned: January 2010. Cost: £5000 + vat. Description of work: Light box sculpture. Location: Oldham patient treatment centre. Date of completion: April 2010.</p>	<p>Sent 22.10.2010</p>	
G440	13.10.10	<p>list of the clinical fixed assets (with new purchase value &gt; £2000) currently held by the hospitals in your Trust, as well as their quantity and manufacturer. Also an estimation of the remaining lifespan of the various items.</p>	<p>Information provided</p>	<p>Sent 10.11.2010</p>	
G441	14.10.10	<p>1) details of increase in staff to allow us to meet with payment by results 2) the costs associated with this</p>	<p>we have had to increase administrative staff by approximately four (whole time equivalent) posts. This was across finance and informatics staffing and have had procure minimal legal advice. The cost of administrative staff is approximately £160k per annum, with an average of approx £10k legal advice.</p>	<p>Sent 11.11.2010</p>	

G442	20.10.10	the names of all Team Managers and Service Managers working for the trust that employ Social Workers & which team they are Manager of.	Manchester City Council are responsible for the social workers based on site, for which they hold honorary contracts. Keeley Johnson is the trust representative responsible for the department.	Sent 27.10.2010	
G443	08.10.10	Oncology and Haematology inpatient wards Length of Stay say from 1st April to the most current date you have	Detailed response issued	Sent 11.11.2010	
G444	29.10.10	Copy of audited accounts 2009/10 and 2010/11	Confirmed 2009/10 accounts sent to him 07.09.2010 and 2010/11 accounts will not be available until after the end of the financial year	Sent 29.10.2010	
G445	29.10.10	Names of doctors treating renal cell carcinoma	Confirmed Professor R Hawkins and Dr F Thistlethwaite	Sent 05.11.2010	
G446	03.11.10	Names of facilities managers and purchasing information	Tendering contract sent with confirmation of post holders: Technical Manger for Hard Facilities - Mr Paul Thornbury (this embraces estates) Head of Capital Projects – Mr Tim Barber Maintenance Manager - Mr Brodie Muir Procurement Manager – Mrs Diane Sinclair Head of Facilities (this includes estates) – Mr Bob Higginbotham	Sent 12.11.2010	
G447	05.11.10	EPR details	All details issued 23.11.2010	Sent 23.11.2010	
G448	04.11.10	CQC Mid Year Declaration 2009-2010, Clinical Governance Report 2009-2010	Both documents issued	Sent 01.12.2010	

G449	09.11.10	Details of spend on Management consultants	Sent to ER 12.11.2010	Sent 02.12.2010	
G450	08.11.10	Name of person responsible for policies	Jane Hadfield's contact details sent	Sent 12.11.2010	
G451	12.11.10	IM&T strategy	Copy of strategy sent	Sent 02.12.2010	
G452	17.11.10	operating hours for CT units, MRI units and Linac Machines	Details sent for all machines	Sent 02.12.2010	
G453	19.11.10	Policy/SOP for managing acute medical, surgical or trauma emergencies which occur outside of your Trust Buildings but on your Trust Premises, for example car parks, roads or walkways?	Confirmed we do not have a policy/SOP. We would respond appropriately to any incident on our premises and, where necessary, an ambulance would be called and our crash team could also attend. The duty manager would also be called.	Sent 19.11.2010	
G454	22.11.10	the volume of agency nurse usage and departments utilising by the Trust year to date, the agency suppliers and their charge rates 2009/2010 financial year	total values for Nursing Agencies for 0910 and 1011 (April – October) including NHS Professional. We were unfortunately unable to provide charge rates as the system does not hold them.	Sent 02.12.2010	
G455	26.11.10	FOI policy	Policy sent	Sent 07.12.2010	

G456	03.12.10	Details re IT inc number of staff and details of outsourcing of services	<p>How many Staff (full head-count rather than full-time equivalents) are employed in IT functions? 17</p> <p>Do you have an internal Information Technology team or is Information Technology TOTALLY Outsourced? If Outsourced, to which Company? Internal</p> <p>Is your Information Technology Infrastructure managed internally or outsourced? If Outsourced, to which Company? Internal</p> <p>Are your Desktop computers managed internally or outsourced? If Outsourced, to which Company? Internal</p> <p>Is your Systems Development/Applications Management managed internally or Outsourced? If Outsourced, to which Company? Both</p> <p>How many Desktop Computers are in use? 1300</p> <p>Approx How many Laptop Computers are in use? 500</p> <p>Approx Which Server Platform(s) do you use? HP Hardware/Microsoft Operating Systems IBM/PCM Mainframe: (Please state which Operating System(s) – z/OS, z/VM, z/VSE) UNIX: (Please state which Operating System(s) – e.g. Sun Solaris, AIX etc.) Microsoft Windows: System I: Others (Please be kind enough to state):</p> <p>How many Physical Servers are in use? 54</p> <p>How many VIRTUAL Servers are in use? 39</p>	Sent 14.12.2010	
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G457	06.12.10	Facilities management outsourcing information	Advised only outsourced services are laundry, window cleaning and pest control. Asked requestor if require the info for these small contracts?	Sent 16.12.2010	
G458	06.12.10	IT integration project information/ contacts	All info sent	Sent 14.12.2010	
G459	10.12.10	how many SUIs were recorded for each of the last 11 years relating to the administration of adrenaline/epinephrine for anaphylaxis	we have had no SUIs but we do use EpiPen. I do hope this information is helpful.	Sent 11.01.2011	
G460	13.12.10	Details of theatres and use/hours etc	Very detailed request. All info provided. Available on request	Sent 13.01.2011	
G461	12.12.10	Information re whistleblowing	Unable to provide not-trust specific info. Sent copy of our policy, latest NHS guidance and confirmed we do not have confidentiality agreements with doctors and have no cases to report	Sent 22.12.2010	
G462	16.12.10	Copy of audited accounts 2010/2011	Advised these will not be ready until the end of the financial year	Sent 16.12.2010	
G463	17.12.10	Following the publication of your Quality Accounts report for the year 2009/10, I am writing to you to enquire as to your Commissioning for Quality and Innovation schemes for 2010/11. Please could you supply the goals and any progress you have made to date towards achieving them.	All information sent. Available on request	Sent 14.01.2011	

G464	22.12.10	Contact details of: IT Manager Finance Director IT Project Manager Head of IT Procurement	Details of Ian Dickens, Ian Moston, Bala Sridhar and Diane Sinclair sent	Sent 24.12.2010	
G465	21.12.10	The Trust's Total Staff Numbers for financial years 2008-09 & 2009-10, indicating where possible both head count & FTE. If this could also be broken down into individual departments or directorates for example that would be great. I would also like to know the Trust's total days lost due to sickness. again broken down into individual departments for the same period. Please would you also confirm your target figure for sickness absence year ending 2010-11 for the trust as a whole.	Sent to ER 23.12.2010	Sent 11.01.2011	