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King's Mill Hospital
Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

RE: Freedom of Information Request

Tel: 01623 622515
Join today: www.sfh-tr.nhs.uk

17th December 2023

Dear Sir/Madam

With reference to your request for information received on 28th September 2023, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

1. A copy of your policy or guidelines regarding the identification and implementation of reasonable adjustments for patients under the Equality Act 2010.

We do not have a specific clinical policy for Reasonable Adjustments. You can find our Equality Diversity and Inclusion information here: <https://www.sfh-tr.nhs.uk/about-us/equality-diversity-and-inclusivity/> you can also view our Alert Policy here: <https://www.sfh-tr.nhs.uk/media/13664/gv-010-alerts-policy-v3-nov-21.pdf> additionally you may view all of our policies here <https://www.sfh-tr.nhs.uk/about-us/policies-and-procedures/>

2. Information on the processes and procedures in place for health and care workers within your organisation to record and communicate reasonable adjustments for patients, including the use of the Reasonable Adjustment Flag on the NCRS.

Any reasonable adjustments would be planned advance of elective admissions or made when needed when a patient presents to hospital.

3. Details about the categories of adjustments and types of adjustments that can be recorded for patients on the Reasonable Adjustment Flag, as specified in the NHS guidance.

Please see Q1.

4. Any documents or guidelines that you provide to your staff regarding the assessment and recording of patients' needs for reasonable adjustments, including communication requirements and impairments.

See Q1.

5. Information on how you ensure that reasonable adjustments are applied promptly and consistently across all care settings within the hospital.

See Q1.

Home, Community, Hospital.

Patient Experience Team
01623 672222
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Chair Claire Ward
Chief Executive Paul Robinson

- 6. Any data or statistics related to the number of patients within your organisation who have been flagged as needing reasonable adjustments, and the types of adjustments commonly provided.**

Information not held.

- 7. Information on how you comply with the legal obligation under the Equality Act 2010 to make anticipatory reasonable adjustments, particularly in cases where patients are referred or present for care.**

See Q1

- 8. Any additional documentation, reports, or guidance related to your efforts to satisfy your legal obligations under the Equality Act 2010 and NHS contracts.**

- 9. Section 21 exempts information that is reasonably accessible to you by other means.**

The information you require is available here: <https://www.sfh-tr.nhs.uk/about-us/our-board-of-directors/future-meeting-dates-and-board-meeting-papers/>

- 10. Details on any training or education provided to staff within your organisation regarding reasonable adjustments for patients with disabilities.**

Section 21 exempts information that is reasonably accessible to you by other means.

The information you require is available here: <https://www.sfh-tr.nhs.uk/media/16719/Integrated-mandatory-training-policy-v10-may-23.pdf> page 13.

- 11. The contact information of the designated individual or department responsible for overseeing the implementation of reasonable adjustments within your organisation.**

We do not have a specific Individual or Department.

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, 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: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.