**Request for Information – Feedback Summary Sheet**

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| **Request made by:** | Nicola Dick Cleland | **Responses to be sent back to:** | Nicola Dick Cleland |
| **Date request made:** | 03/01/2018 | **Date sent out:** | 03/01/2018 |
| **Details of Request:** | We are trying to bring in patient diaries and are struggling with certain aspects involving our information goverance team. We have discussed this as a team and are after more information in regard to what other hospitals/follow up teams do. The concerns from the governance teams are to do with the actual filing of the diaries which they are arguing that as the diary is not a clinical need of the patient they do not think it needs to be filed in the patients clinical notes. The problem with this lies where do we are the Follow Up team file it and therefore keep a record |
| **No.** | **Response Received From:** | **Details of Response:** |
| 1 | Caroline Wilson-Southeast Critical Care | Guidelines for diary and Standard of practice example.Keep the diaries 12 months in lockable storage |
| 2 | Emma Whitby-ICU Whiston Hospital | Information Governance keeps the diaries. |
| 3 | Chris Hopper-Matron ICU Whipps Cross | Guidelines for diary.Do separate diary for bereaved relatives. |
| 4 | Hayley Whitehead-Wright-Leeds Rehabilitation Team | Keep the diaries for 6 months post discharge and then destroy them. |
| 5 | Michelle Platt-East Midlands ICU | Do not keep the diary post discharge or file a copy. |
| 6 | Jane McMullen-Liverpool Heart and Chest ICU | Give back to patient at ward based follow up or destroy them, did not file a copy. |
| 7 | Lee Cutler-Doncaster and Bassehaw NHSFT | Keep diary.No photographs. |