

Direct Line: 01623 672232  
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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](http://www.sfh-tr.nhs.uk)

23<sup>rd</sup> October 2023

Dear [REDACTED]

With reference to your request for information received on 25<sup>th</sup> August 2023, in which you asked:

Please may you provide me with:

- 1. A list of all current and past audits and quality improvement projects started within the urology and general surgical department over the last 10 years.**
  - Please provide date started, date completed, title, objectives, summary, action plan, whether the action plan was completed, and any closing of the loop/repeat.
- 2. A list of all current clinical guidelines within the field of urology.**
  - Please provide a summary table of each guideline, when it was first created, last updated, frequency of updates
  - Please provide a copy of each guideline in word document or pdf form.
- 3. A list of clinical chemistry/electrolyte guidelines (e.g. hyperkalaemia, hypokalaemia etc)**
  - Please provide a summary table of each guideline, when it was first created, last updated, frequency of updates
  - Please provide a copy of each guideline in word document or pdf form.

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.

Section 12 of the Act allows the Trust to refuse to deal with any requests where we estimate that responding to the request would exceed the cost limit. We have identified that question 8 will exceed the cost limit. For public authorities the cost limit is £450 (18 hours). If responding to one part of a request would exceed the cost limit, we do not have to provide a response to any other parts of the request. Therefore, the estimated cost of processing your request is £550. This charge has been calculated in accordance with section 13 of the Freedom of Information Act 2000 and the Freedom of Information Fees Regulations.

## Home, Community, Hospital.

**Patient Experience Team**  
01623 672222  
[sfh-tr.pet@nhs.net](mailto:sfh-tr.pet@nhs.net)



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**Chair** Claire Ward  
**Chief Executive** Paul Robinson

The Trust found 66 clinical audits which were started within the last 10 years that cover the specialties of Urology and General Surgery. To obtain all the requested information for each of these audits would take at least 20 minutes so in total we're looking at least 22 hours to collate this. We estimate that the cost of satisfying your request will be £550 (22 hours x £25 per hour).

Under section 16 of the Act we are obliged to advise you to refine your request to narrow the scope in order to bring it within the appropriate limit. Can we suggest that the timescales for question 8 are reduced, for example, to a calendar month. If the timescales are reduced to a month, the Trust will be able to respond to all of your questions. If you are unable to reduce the scope of the request the Trust will be unable to continue processing your request until the fee is paid. If you wish to proceed with this request the fee will need to be paid within three calendar months. If the fee is not received by this date, I shall take it that you do not wish to pursue this request and will consider the request closed.

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](mailto: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](mailto: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](mailto:sfh-tr.foi.requests@nhs.net).

Yours sincerely

### **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.