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**23<sup>rd</sup> May 2025**

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[REDACTED]

Dear Sir/Madam

**Freedom of Information Act (FOI) 2000 - Request for Information Reference:** Invasive  
Procedure Data Capture

I am writing in response to your request for information under the FOI 2000.

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.

**Home, Community, Hospital.**

| FOI Request / Question   | Question Response  | Is there an exemption? | Exemption | Exemption Details |
|--|--|------------------------|-----------|-------------------|
| <p>1. Clinical Documentation</p> <ul style="list-style-type: none"> <li>• What methods are currently used by clinicians to document key information during invasive procedures, such as CVAD insertions (e.g., paper forms, digital forms, voice dictation, other)?</li> <li>o Is any form of structured digital data entry used at the point of care for these procedures?</li> <li>• Are standardised templates or proformas used Trust-wide for documenting invasive procedures, such as Local Safety Standards for Invasive Procedures (LocSSIPs)?</li> <li>o Are any of these LocSSIPs or other forms digitised?</li> </ul> | <p>CVAD insertion records currently remain paper based. LocSSIPs are used within standardised templates. LocSSIPs are digitised.</p> |                        |           |                   |
| <p>2. Voice Technology</p> <ul style="list-style-type: none"> <li>• Does the Trust currently use any voice-to-text or voice recognition technology for clinical documentation (e.g., Dragon Medical One, Nuance, Voice-Care, etc.)?</li> <li>• If yes, which departments or specialties currently use it, and for which types of documentation?</li> </ul>   | <p>Not currently used.</p>   |                        |           |                   |
| <p>3. Administrative Efficiency</p> <ul style="list-style-type: none"> <li>• Has the Trust undertaken any assessments of the administrative time burden associated with completing procedural documentation (manual or digital)?</li> <li>o If so, is any information available on time spent per</li> </ul>   | <p>Not specific to procedural documentation.</p>   |                        |           |                   |

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|---|---|--|--|--|
| procedure or efforts to streamline the process?   |   |  |  |  |
| <p>4. Future Plans</p> <ul style="list-style-type: none"> <li>• Is the Trust currently planning any initiatives or procurements to digitise documentation processes for interventional procedures?</li> <li>o If yes, please outline the scope and timelines if available.</li> </ul> | We would expect this documentation to be digitised as part of an EPR programme. Scope and timeline would be dependant on choice of supplier which is not yet known. |  |  |  |

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](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 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.