

Executive Corridor  
Darlington Memorial Hospital  
Hollyhurst Road  
Darlington  
DL3 6HX  
Switchboard Tel: 01325 38 0100  
Foundation Trust Office: 01325 74 3625  
Corporate Records Office: 01325 74 3700

Request for Information Reference: 02.18.25

Direct line: 01325 743700  
Email: [cdda-tr.cddftfoi@nhs.net](mailto:cdda-tr.cddftfoi@nhs.net)

Email only

7 March 2018

### **Freedom of Information Act 2000 – Request for Information**

Thank you for your request for information received on 14 February 2018 in relation to the County Durham and Darlington NHS Foundation Trust (Trust). We are dealing with your request under the provisions of the Freedom of Information Act 2000.

You requested information regarding patient information leaflets. Specifically you asked:

***Could you please tell me who is in overall charge of the production of Patient Information Leaflets and who is your Patient Information Manager?***

#### **County Durham and Darlington NHS Foundation Trust replies:**

The Trust has a policy for the production of clinical patient information and the owner who is responsible for updating and implementing this policy is the Head of Assurance and Compliance.

Each Care Group (clinical division) develops their patient leaflets according to the principles in this policy. The Trust produces some patient information leaflets internally and we also have a contract with EIDO Healthcare who produce quality standard information leaflets on certain conditions and procedures.

The Trust does not have a post with the title of 'Patient Information Manager'.

In line with the Information Commissioner's directive on the disclosure of information under the Freedom of Information Act 2000 your request will form part of our

disclosure log. Therefore, a version of our response which will protect your anonymity will be posted on the County Durham and Darlington NHS Foundation Trust website.

If you have any queries or wish to discuss the information supplied, please do not hesitate to contact me on the above telephone number or at the above address.

If you are unhappy with the way your request for information has been handled, you can request a review by writing to:

The Chief Executive  
County Durham & Darlington NHS Foundation Trust  
Darlington Memorial Hospital  
Hollyhurst Road  
Darlington  
DL3 6HX

If, you remain dissatisfied with the handling of your request or complaint, you have a right to appeal to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113  
Website: [www.ico.gov.uk](http://www.ico.gov.uk).

There is no charge for making an appeal.

Yours sincerely

**Joanna Tyrrell**  
**Freedom of Information Officer**