

FREEDOM OF INFORMATION (SCOTLAND) 2002

Thank you for your email, dated 15 April, where you requested information through the Freedom of Information (Scotland) Act 2002. Please find below responses to the questions you raised.

As a member of the public, I am seeking information related to the agency's records management practices, policies, and procedures.
I would be most grateful if you would provide me details in respect to the following:

A. Print and print stock management

NHS Dumfries and Galloway do not manage print and print stock management this is provided by NHS National Services Division; therefore, this request is refused under section 17 of FOISA

1. (a) What is the actual spend on print stock management including printed stationery in the last year broken down by contractual managed stock and ad-hoc (non-stock)?

NHS Dumfries and Galloway do not hold this information in a centralised format; therefore, this request is refused under section 17 of FOISA

(b) What is the actual spend on print stock management including printed stationery over the last 5 years broken down by contractual managed stock and ad-hoc (non-stock)?

NHS Dumfries and Galloway do not hold this information in a centralised format; therefore, this request is refused under section 17 of FOISA

2. What is the trust spending on print stock management including printed stationery – both operational and communications spend that isn't covered contractually?

NHS Dumfries and Galloway do not hold this information in a centralised format; therefore, this request is refused under section 17 of FOISA

3. Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?

NHS Dumfries and Galloway do not hold this information; therefore, this request is refused under section 17 of FOISA

4. (a) Has a decision been made yet on whether the framework(s)/contract(s) are being extended or renewed? **National Contract**

(b) If yes, what decision was made?

(c) If no, what is the reason the contract is not being extended or renewed?

5. What are the criteria used in selection of print management suppliers?

B. Electronic Patient Records EPR

1. Please could you confirm the main EPR system (e.g Cerner Millennium, EPIC etc.) in place at your Trust? **Orion Portal.**
2. (a) If you currently do not have an EPR system in place, do you have plans to implement one? (Yes/No)?
(b) If yes, when?
3. Will a paper scanning system (such as MediViewer) be used in conjunction with the EPR system for existing patient records and future documentation of patient records? **Already in place.**
4. Is the department required to maintain paper records as well as digital records of patients? **No.**
5. (a) Are EPR systems used alongside paper records or only one of the two? **We use paper and scan it in to EPR on Care completing/ Discharge.**
(b) If only one, please specify which is currently used.
6. (a) Is there an existing project in place to fully implement EPR to replace all paper records? **N/A**
(b) If so, what is the expected timeline for this project? **N/A**
(c) If not, is there a plan to introduce one? **N/A**

C. Document Management Services

1. What is the actual spend on Electronic Documents and Records Management Systems (EDRMS) over the last 5 years? **This is not available as the Contract for our EDRMS is with National Services Scotland.**
2. What is the actual spend on digital mail rooms and/or hybrid mail rooms over the last 5 years? **This is not available**
3. What is the actual spend on document scanning over the last 5 years? **This is not available**
4. What is the actual spend on document storage over the last 5 years? **This is not available**
5. What is the actual spend on digital dictation over the last 5 years? **This is not available**
6. What is the actual spend on workflow process automation and cloud services over the last 5 years? **This is not available**
7. (a) Are there existing contracts for these services? **Yes, but mostly inhouse solutions.**
(b) If yes, who are the current suppliers broken down by EDRMS, digital mail rooms and/or hybrid mail rooms, document scanning, document storage, digital dictation workflow process automation and cloud services? **N/A**
8. (a) Were these contracts awarded following a tender process conducted under a framework? **N/A**
(b) If so, kindly provide details.
9. When were the contracts awarded, and for what period of time? **N/A**
10. What are the records retention schedules including any schedules that outline the length of time records are to be retained and their final disposal, such as destruction or transfer to an archive? **Various, pending document Type based on NHSS retention guidance.**

Under section 20 (1) of the Act, if you are dissatisfied with the way NHS Dumfries and Galloway has dealt with your request, you have a right to request a review of our actions and decisions in relation to your request, and you have a right to appeal to the Scottish Information Commissioner.

A request for review must be made within forty working days from 12 May 2023 and should, in the first instance, be in writing to Jeff Ace, Chief Executive, NHS Dumfries and Galloway, Ground Floor North, Mountainhall Treatment Centre, Bankend Road, Dumfries DG1 4AP or by e-mail to dg.feedback2@nhs.scot. You must provide your name, an address for correspondence, details of your original request and why you want a review.

If our decision is unchanged following review and you remain dissatisfied with this, you have the right to make a formal appeal to the Scottish Information Commissioner. Requests for appeal should be made in writing to the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS, telephone 01334 464610, fax 01334 464611 or email: enquiries@itspublicknowledge.info

Yours sincerely

Freedom of Information Officer