**FOI Enquiries regarding Patient Information Leaflets ( responses shown in red)**

Here is the response to your recent Freedom of Information enquiry from Weston Area Health NHS Trust.

How many patient information leaflets do you produce?    378

How many new leaflets are produced each year and how many are reviewed    Information not held at the Trust

How is the content derived for each leaflet?     Content is produced by clinical leads in each speciality tailored to answer common questions asked by patients

How much does it cost to produce the leaflets?     Leaflets are produced internally by the Trust and are not outsourced to an external provider including printing.

How many staff are involved in the production of the leaflets?       One postholder plus any other staff members involved in the production

Who is in charge of  the production of the leaflets?      Patient Information Officer under management of Head of Communications

Who is responsible for the accuracy of the leaflets?    Clinical lead for the speciality distributing the leaflet to patients

Are they freely available on the Hospital Web Site?     No

I trust that your request has been satisfactorily answered, but I should advise you that you have the right to complain about this response by reference to the complaints procedure of the Weston Area Health NHS Trust, in which case you should write to me at this email address.

If you remain dissatisfied with the decision of the Trust following your complaint, you may write to the Information Commissioner, whose address is:

Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Jo Ward

on behalf of Gillian Hoskins

Associate Director of Governance and Patient Experience

Weston Area Health NHS Trust