

## **THE ROTHERHAM NHS FOUNDATION TRUST – PUBLICATION SCHEME**

### **WHO WE ARE AND WHAT WE DO**

The Rotherham NHS Foundation Trust provides a wide range of hospital services mainly to the people of Rotherham as well as an increasing number of patients from further away. The Trust's main site is at Rotherham Hospital, but we also provide rehabilitation services at the nearby Park Rehabilitation Centre and we are responsible for the Community Midwifery Services across the whole of Rotherham.

The Rotherham NHS Foundation Trust was established on 1 June 2005 under the Health and Social Care (Community Health Standards) Act 2003, and developed from the Rotherham General Hospitals NHS Trust. As a NHS Foundation Trust the hospital is an independent body and is free from Government control, but is regulated by Monitor (Independent Regulator of NHS Foundation Trusts).

<b>Information</b>	<b>Where to find it</b>	<b>Format</b>	<b>Fee</b>
About the Trust	Please see the section on our website; <a href="http://www.rotherhamhospital.nhs.uk/about_us">http://www.rotherhamhospital.nhs.uk/about_us</a>	Electronic	No charge
The Department of Health's strategic direction for NHS Foundation Trusts , including key national documents such as the NHS Plan and National Service Frameworks.	Department of Health website: <a href="http://www.doh.gov.uk">http://www.doh.gov.uk</a>	Electronic	No charge

Scale of the NHS including a full list of NHS Trusts.	NHS choices website: <a href="http://www.nhs.uk/">http://www.nhs.uk/</a>	Electronic	No charge
How the Trust fits with other local healthcare organisations.	With a growing number of healthcare partnerships, some hospital services are organised across hospital sites to serve a broader regional area. For example, whilst The Rotherham NHS Foundation Trust is responsible for all Ear, Nose and Throat services the inpatient element of the service is based at the Doncaster Royal Infirmary. Ophthalmology inpatient services for the Barnsley District Hospital are carried out at Rotherham Hospital with outpatient and day case services at Barnsley General Hospital. Rotherham also has a network and partnership relationship with the Sheffield Teaching Hospitals for vascular surgery and genito-urinary services and works closely in a North Trent Network for planning and organising cancer and coronary heart disease services.		
Board of Directors	Link to the Board Members page on our website; <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/</a>	Electronic	No charge
Organisational Structure	Link to the Organisational Structure document: <a href="http://www.rotherhamhospital.nhs.uk/">http://www.rotherhamhospital.nhs.uk/</a>	Electronic	No charge
Corporate Governance	For information on the Trust's corporate governance arrangements, read our:  Standing Orders Standing Financial Instructions The Trust's scheme of delegation can be found in part 2 of the which are all available on our website at: <a href="http://www.rotherhamhospital.nhs.uk">http://www.rotherhamhospital.nhs.uk</a>  The register of interests is available on request from: <a href="mailto:freedomofinformation@rothgen.nhs.uk">freedomofinformation@rothgen.nhs.uk</a>	Electronic	No charge

Main Partnerships	<p>The General Hospital site at Moorgate in Rotherham also acts as a base for:</p> <ul style="list-style-type: none"> <li>• A number of mental health services which are managed by Rotherham, Doncaster and South Humber Mental Health NHS Foundation Trust</li> <li>• Child Development Centre managed by the Rotherham Primary Care Trust</li> <li>• Post and Under Graduate Education – Sheffield University</li> <li>• Ambulance station for the Yorkshire Ambulance Service</li> <li>• Hospital-based Social Services provided by Rotherham Metropolitan Borough Council</li> <li>• Renal Unit that is managed by Sheffield Teaching Hospitals</li> <li>• Diabetes Centre that is managed by Rotherham Primary Care Trust</li> <li>• South Yorkshire Sexual Assault Referral Centre where children and adults are treated in a safe and caring environment which is staffed by South Yorkshire Police and hospital staff</li> <li>• Leapfrog Nursery</li> <li>• Several retail outlets managed by Centrelands</li> </ul> <p>Key Partnerships are:</p> <ul style="list-style-type: none"> <li>• Rotherham Metropolitan Borough Council - with whom we work on broader strategic and economic issues particularly through the Community Strategy and the Local Area Agreement: <a href="http://www.rotherham.gov.uk">http://www.rotherham.gov.uk</a></li> <li>• NHS Rotherham - with whom we continue to develop and redesign services, in addition to being their main provider of services: <a href="http://www.rotherham.nhs.uk">http://www.rotherham.nhs.uk</a></li> <li>• Barnsley NHS Foundation Trust - with whom through a</li> </ul>		
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	<p>concordat we are maximising joint service opportunities e.g. Pathology Partnership: <a href="http://www.barnsley.nhs.uk">http://www.barnsley.nhs.uk</a></p> <ul style="list-style-type: none"> <li>• Doncaster &amp; Bassetlaw NHS Foundation Trust - with whom we jointly provide a range of surgical services: <a href="http://www.dbh.nhs.uk/">http://www.dbh.nhs.uk/</a></li> <li>• Sheffield Teaching Hospitals NHS Foundation Trust - who provide a range of specialist services including vascular, neurology and renal dialysis: <a href="http://www.sth.nhs.uk/">http://www.sth.nhs.uk/</a></li> <li>• NHS Sheffield - for whom we provide a comprehensive Musculoskeletal Interface Service: <a href="http://www.sheffield.nhs.uk/">http://www.sheffield.nhs.uk/</a></li> <li>• Rotherham &amp; Doncaster Mental Health NHS Foundation Trust - who provide a range of mental health services on the Hospital site <a href="http://www.rdash.nhs.uk/">http://www.rdash.nhs.uk/</a></li> <li>• North Derbyshire, South Yorkshire and Bassetlaw Commissioning Consortium (NORCOM) - through whom we contribute to the development of specialist services across South Yorkshire e.g. Bowel Cancer Screening Services</li> <li>• Voluntary Agencies - with whom we pursue charitable opportunities in addition to support with patients post care</li> </ul>		
Statement agreed with partners	The Joint Confidentiality Agreement for sharing information across Health and Social Care Services in Rotherham is currently being revised.		
Service level agreements	<b>Not currently available</b>		
Clinical	Information and contact details for clinical departments can be	Electronic	No charge

Department Details	found at: <a href="http://www.rotherhamhospital.nhs.uk/departments.aspx">http://www.rotherhamhospital.nhs.uk/departments.aspx</a>		
<b>WHAT WE SPEND AND HOW WE SPEND IT</b>			
Annual statement of accounts	Annual Report: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Budgets and variance reports		Electronic	No charge
Financial audit reports		Electronic	No charge
Standing financial instructions	Standing Financial Instructions: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Capital programme	Part of the Annual Report: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Staff and Board members' allowances and expenses	Details can be obtained from NHS Employers relating to the Agenda for Change terms and conditions: <a href="http://www.nhsemployers.org/SiteCollectionDocuments/afc_service_handbook_aw_010708.pdf">http://www.nhsemployers.org/SiteCollectionDocuments/afc_service_handbook_aw_010708.pdf</a>	Electronic	No charge
Staff pay and grading structures	Details can be obtained from NHS Employers relating to the Agenda for Change terms and conditions, and the latest pay circular: <a href="http://www.nhsemployers.org/SiteCollectionDocuments/afc_service_handbook_aw_010708.pdf">http://www.nhsemployers.org/SiteCollectionDocuments/afc_service_handbook_aw_010708.pdf</a>	Electronic	No charge

Funding (including endowment funds)	Annual Report: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Procurement and tendering procedures	Contained in the Standing Orders Document: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Details of contracts currently being tendered	Please see Tender European Daily for details on this: <a href="http://www.ted.europa.eu/Exec?Template=TED/editorial_page.htm&amp;DataFlow=ShowPage.dfl&amp;StatLang=EN">http://www.ted.europa.eu/Exec?Template=TED/editorial_page.htm&amp;DataFlow=ShowPage.dfl&amp;StatLang=EN</a>	Electronic	No charge
List and value of contracts awarded and their value	Under development		
<b>WHAT ARE OUR PRIORITIES AND HOW ARE WE DOING</b>			
Annual Report	Annual Report: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Annual Business Plan	Annual Business Plan summary: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Targets, Aims and Objectives	Targets, Aims and Objectives - Within the Annual Report and Accounts and the Annual Plan: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge

Strategic Direction document (5 year plan)	Found in the Service Development Strategy 2: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Performance against targets (KPI)/performance framework	Not currently available		
Clinical Governance	Patient Safety Strategy Patient Experience Strategy Risk Management Strategy Clinical Audit Strategy Annual Audit Plan 2009-10	Electronic	No charge
Health Care Commission – Annual check	Link the Care Quality Commission Assessment : <a href="http://2008ratings.cqc.org.uk/findcareservices/informationaboutthehealthcareservices/overallperformance/searchfororganisation.cfm?cit_id=RFR&amp;widCall1=customWidgets.content_view_1">http://2008ratings.cqc.org.uk/findcareservices/informationaboutthehealthcareservices/overallperformance/searchfororganisation.cfm?cit_id=RFR&amp;widCall1=customWidgets.content_view_1</a>	Electronic	No charge
Audit reports	Not currently available		
Service User Surveys	National Inpatient Survey: <a href="http://www.cqc.org.uk/usingcareservices/healthcare/patientsurveys/hospitalcare/inpatientservices.cfm">http://www.cqc.org.uk/usingcareservices/healthcare/patientsurveys/hospitalcare/inpatientservices.cfm</a> Results for The Rotherham NHS Foundation Trust: <a href="http://www.cqc.org.uk/_db/_documents/AF_NHS_inpatients_survey_2008_RFR_full.pdf">http://www.cqc.org.uk/_db/_documents/AF_NHS_inpatients_survey_2008_RFR_full.pdf</a> National A&E Survey: <a href="http://www.cqc.org.uk/usingcareservices/healthcare/patientsur">http://www.cqc.org.uk/usingcareservices/healthcare/patientsur</a>	Electronic	No charge

	<a href="http://www.rotherhamhospital.nhs.uk/veys/hospitalcare/emergencydepartmentsurvey2008.cfm">veys/hospitalcare/emergencydepartmentsurvey2008.cfm</a>		
HOW WE MAKE DECISIONS			
Trust Board Documents	Summaries of Trust Board meetings can be found on our website: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Corporate_committees_and_meetings/#Trust%20Board">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Corporate_committees_and_meetings/#Trust%20Board</a>	Electronic	No charge
Patient and Public Involvement strategy (PPI)	The Patient and Public Involvement strategy can be found at <a href="http://www.rotherhamhospital.nhs.uk/Get_Involved_in_the_Trust/">http://www.rotherhamhospital.nhs.uk/Get_Involved_in_the_Trust/</a>	Electronic	No charge
Public consultations (for example, concerning closures/ variations of services)	<b>Not currently available</b>		
Internal communications guidance and criteria used for decision making	Board Structure document: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/</a> Hospital Management Board Terms of Reference : <b>not yet available</b> Audit & Assurance Terms of Reference: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
OUR POLICIES AND PROCEDURES			



Policies and procedures relating to the conduct of business and the provision of services	Standards of Business Conduct: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Policies and procedures relating to human resources (including Race, Disability, Age and Gender, Equal Opportunities)	Human Rights, Equality & Diversity Policy: <a href="http://www.rotherhamhospital.nhs.uk/Equality_and_Diversity/Equality_policies_and_best_practice/">http://www.rotherhamhospital.nhs.uk/Equality_and_Diversity/Equality_policies_and_best_practice/</a>	Electronic	No charge
Policies and procedures relating to recruitment and employment	Policy for Recruitment, Selection and Promotion; Policy and Code of Practice:	Electronic	No charge
Standing financial procedures	Contained in the Standing Financial Instruction: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge
Standing orders	Standing Orders: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a>	Electronic	No charge

Complaints and other customer service policies and procedures	Procedure for the Investigation of Incidents, Complaints and Claims:	Electronic	No charge
Data protection / information governance / Caldicott Guardian	<ul style="list-style-type: none"> <li>• Data Protection Policy: <a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Key_corporate_documents/</a></li> <li>• Use &amp; Protection of Patient Information (Confidentiality Code of Conduct): <a href="http://www.rotherhamhospital.nhs.uk/Visitors_and_Patients/Patient_confidentiality/">http://www.rotherhamhospital.nhs.uk/Visitors_and_Patients/Patient_confidentiality/</a></li> <li>• Information Governance Policy</li> <li>• Freedom of Information &amp; Environmental Information Regulations Policy: <a href="http://www.rotherhamhospital.nhs.uk/FreedomOfInformation/">http://www.rotherhamhospital.nhs.uk/FreedomOfInformation/</a></li> <li>• Freedom of Information Code of Practice: <a href="http://www.rotherhamhospital.nhs.uk/FreedomOfInformation.aspx">http://www.rotherhamhospital.nhs.uk/FreedomOfInformation.aspx</a></li> <li>• Environmental Information Regulations Code of Practice: <a href="http://www.rotherhamhospital.nhs.uk/FreedomOfInformation.aspx">http://www.rotherhamhospital.nhs.uk/FreedomOfInformation.aspx</a></li> <li>• Acceptable Use &amp; Security IT Policy for Users</li> </ul>	Electronic	No charge
Estate Management Policies		Electronic	No charge
Charging Regimes and Policies	The trust will not normally charge a fee for requests. Where a charge is made, the following documentation from the	Electronic	No charge

	<p>Information Commissioner’s Office FOI Fee Charging document (<a href="http://www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/chargingafee.pdf">http://www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/chargingafee.pdf</a>) and Using the Fees Regulations document (<a href="http://www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/usingthefeesregulations.pdf">http://www.ico.gov.uk/upload/documents/library/freedom_of_information/practical_application/usingthefeesregulations.pdf</a>) will be used.</p> <p>The Data Protection policy outlines charges for subject access requests.</p> <p>Other charges will be provided upon request via <a href="mailto:PALS@rothgen.nhs.uk">PALS@rothgen.nhs.uk</a></p>		
<b>LISTS AND REGISTERS</b>			
Publicly Available Registers	<p>See the current Constitution and Authorisation: <a href="http://www.regulator-nhsft.gov.uk/home/about-nhs-foundation-trusts/nhs-foundation-trust-directory/the-rotherham-nhs-foundation-trust">http://www.regulator-nhsft.gov.uk/home/about-nhs-foundation-trusts/nhs-foundation-trust-directory/the-rotherham-nhs-foundation-trust</a></p>	Electronic	No charge
List of main contractors / suppliers	<b>Not currently available</b>		
Assets registers and Information Asset Register	<b>Not currently available</b>		
Register of Interests	The Trust holds a register of Interest for Directors and is compiling a register for Governors:	Electronic	No charge

	<a href="http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/">http://www.rotherhamhospital.nhs.uk/Corporate_Governance_Information/Our_Board_of_Directors/</a>		
Register of Gifts and Hospitality provided to Board Members and Senior Personnel	The Trust maintains a register of gifts and hospitality declared by its staff.	Electronic	No charge
Disclosure Log	A Disclosure Log is not produced		

THE SERVICES WE OFFER			
Clinical Services	Available on our website: <a href="http://www.rotherhamhospital.nhs.uk/departments.aspx">http://www.rotherhamhospital.nhs.uk/departments.aspx</a>	Electronic	No charge
Non-clinical services	Key Non-Clinical Services are available on the <a href="#">Internet</a> or below: Patient Services (previously PALS) : <a href="http://www.rotherhamhospital.nhs.uk/complaints/">http://www.rotherhamhospital.nhs.uk/complaints/</a> Chaplaincy Service: <a href="http://www.rotherhamhospital.nhs.uk/Therapy_Services/Chaplaincy/Chaplaincy/">http://www.rotherhamhospital.nhs.uk/Therapy_Services/Chaplaincy/Chaplaincy/</a> Corporate Communications & Media: <a href="http://www.rotherhamhospital.nhs.uk/news_media">http://www.rotherhamhospital.nhs.uk/news_media</a> Medical Health Records: <a href="http://www.rotherhamhospital.nhs.uk/Medical_Health_Records/Medical_Health_Records/">http://www.rotherhamhospital.nhs.uk/Medical_Health_Records/Medical_Health_Records/</a> General Contact Details: <a href="http://www.rotherhamhospital.nhs.uk/Contact_us/">http://www.rotherhamhospital.nhs.uk/Contact_us/</a>	Electronic	No charge
Services for which the Trust is entitled to recover a fee together with those fees	Link to information on Payment by Results on the Department of Health website: <a href="http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094091">http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_094091</a>	Electronic	No charge
Patient information leaflets and other booklets and newsletters	Available online: <a href="http://www.rotherhamhospital.nhs.uk/Visitors_and_Patients/Patient_Information_Leaflets/">http://www.rotherhamhospital.nhs.uk/Visitors_and_Patients/Patient_Information_Leaflets/</a>	Electronic	No charge