

To Trusts

Re. Your trust

- a. How many acute hospitals do you have in your trust? 2
- b. How many inpatient beds do you have within each of the acute hospitals in your trust? Using Overnight General and Acute Kh03 definitions including Maternity as at 01/03/17 the Trust had;
Whiston Hospital: 708 beds
St Helens Hospital: 28 beds

Re. Training on learning disability:

- a. Do you have content on learning disability in your acute hospital inductions, for;
 - i. clinical staff YES
 - ii. non-clinical staff YES
 - iii. Where the programme is self-directed, what length of time are participants expected to spend on learning disability related content? N/A
 - iv. Where the programme is taught, what is the teaching time for each group? Learning disability information is discussed in a 30 minute session delivered as part of the Safeguarding level 1 training on both mandatory and induction training to all trust employees.
- b. Have you provided specialist learning disability training to acute hospital staff within the last 3 years? NO

If so;
 - i. How many staff attended such training?
 - ii. Was this training mandatory or optional?
 - iii. For each different programme delivered, Please give the name of the programme(s), course duration (in hours), number of sessions and how many staff attended?

Re. Reasonable adjustments:

- a. Do you have a 'flagging' system in place to notify hospital staff when a patient has a learning disability? YES
 - i. If so, what is it? An electronic flag is placed on the patient record of any person identified to the Trust (via the Safeguarding Team) as having a learning disability.
- b. How many patient information leaflets do you have currently available across your trust, and how many of these are available in easy read format? There are 394 leaflets uploaded onto the Trust's internet of which a number are already in easy read format. We are able to provide alternative formats on request, including easy read, for any others.
- c. Do you routinely offer personalised easy read format appointment letters/other correspondence to patients with a learning disability? all appointment letters state information can be provided in various other formats as required.
- d. Do you routinely offer the option of longer out-patient appointments to patients with a learning disability? The outpatients leaflet that goes out with all new appointments

states: "If you are disabled, all reasonable adjustments will be made so that you can access all of our services". If a patient/family member or carer/ disability external partner specifically requests this as a reasonable adjustment prior to attendance, this is always arranged.

- e. Do you routinely offer 'hospital passports' to patients with a learning disability during pre-admission appointments? Most passports are brought in by patients and/or their family member or carer already completed. The Safeguarding team will then arrange for the passport to be scanned on to EDMS record. Blank passports are available from the safeguarding team on request.
 - i. If so, are your ward staff trained to use them? Ward staff are aware of passports and the information they contain as this is discussed at induction/mandatory training.
- f. What is your process for recognising support needs in a referral to services in your trust, identifying reasonable adjustments that are known to be helpful to the patient, and putting them in place? If a written referral or phone call is received requesting reasonable adjustments for a patient with a learning disability, the Safeguarding team act as a coordinator/single point of contact to ensure the requirements are met. This is done by Safeguarding ascertaining the actions required, liaising with the persons responsible for those particular requirements, ensuring they are put in place and feeding this back to the patient/family member or carer/ partner agency as necessary.
- g. Do you have a policy or written guidance on reasonable adjustments in place for patients with a learning disability? YES
If so;
 - i. What is it? Included in the Trust Guidance for the Care and Treatment of People with Learning Disabilities
 - ii. How is it provided to staff? Available to all staff on Trust Intranet
- h. Did you carry out an audit showing compliance with NHS Contract requirement on appropriate assistance/reasonable adjustments in 2015/16? (Please refer to NHS Standard Contract 2015/16 Service Conditions: 13.2) If so, please share. NO

Re. Caring for patients with a learning disability:

- i. Do you have a policy or written guidance on supporting family carers of patients with a learning disability? YES
If so;
 - i. What is it? Included in the Trust Guidance for the Care and Treatment of People with Learning Disabilities. The Safeguarding Team have also produced a staff support tool to assist them in delivering care and treatment for patients with a learning disability and this also has areas focused on carer support and tools enclosed within it to facilitate carer/staff discussions about specific additional needs. The Carer Support team also have a Trust policy.
 - ii. How is it provided to staff? Policy and Guidance available to all staff on Trust Intranet. Staff support tool – copy available on all wards and outpatient depts.
- j. Do you have a procedure in place for unplanned admission of patients with a learning disability? If so, what is it? Guidance included in Trust guidance document mentioned above and staff support tool.

- k. How many specialist learning disability staff do you have in post and what are their job titles? NONE If so, how many full-time equivalent posts do you have? N/A
- l. Please will you share the name and contact details of your learning disability lead, if you have one? N/A. The Safeguarding Team act as single of point of contact to assist or support the needs of all patients with reasonable adjustment requirements on behalf of the Trust.
- m. How many patients with a learning disability were treated by your trust in 2015/16, 2014/15, 2013/14?
Under section 12 of the Freedom of Information Act St Helens & Knowsley Teaching Hospitals Trust does not have to comply with a request if we estimate that the cost of complying with your request would exceed the appropriate limit of £450. The appropriate limit has been specified in regulations. This represents the estimated cost of one person spending 2½ working days in answering the remainder of your questions. Under section 12 of the Freedom of Information Act the Department is not obliged to comply with your request and we will not be processing your request further.
- n. How many patients with a learning disability died within you trust in 2015/16, 2014/15 and 2013/2014?

The Trust is unable to answer this question for 2013-14 and 2014-15 as there was no system in place to record this.
For 2015-16: 25
- o. How many of these deaths were investigated by the trust?
The Trust routinely reviews deaths via the Mortality Review Group.