

**Information Governance**

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23 July 2018  
Our ref: 18190117

Dear

**Request for Information: Freedom of Information Act**

Thank you for your email of 4 July, making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

**Request:**

- Period from 1st January 2017 – 31st December 2017, Activity for Sterile Services Department, either broken down monthly or annually, i.e. how many trays and bagged/supplementary items processed?
- Period from 1st January 2017 – 31st December 2017, Total Count of Instruments processed, i.e. total count of instruments processed in the make-up of trays or bagged/supplementary items broken down into totals either monthly or annually? For example 100 trays processed containing 25 instruments would total 2,500 instruments processed.
- Current Sterile Service Department Staffing/Personnel Organisation Structure?
- Current Sterile Services Job Titles and Pay Banding?
- Current WTE / FTE employed for each job title?
- Current Sterile Services shifts operated and staffing numbers / grades associated with each shift?

Response:

Oxford Health NHS FT is a provider of specialist secondary mental health services and specialist community health services. The Trust does not have a sterile services department and therefore holds no information in respect of your request.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

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

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance