

Freedom of Information request 365-22

Request and Response

I would be grateful if you could provide me with the following information that refers to the month of March 2020. Specifically, I am looking for information relating to the minutes of a meeting held at Hawick Community Hospital (HCH) on in the two weeks or so before the 23 March 2020. The meeting was convened by Senior Staff Nurse Denise West (Band 7) and I believe a Kathy Stewart (Band * who was Denise Stewart's line manager). In attendance were all staff members. The meeting's focus was on Hawick Community Hospital preparedness for Covid 19. Specific information I am interested in is as follows:

1) A copy of the minutes of the meeting held:

This information is not held, as defined in Section 17, Freedom of Information (Scotland) Act 2002.

Failing that and in addition please provide the following information:

2) HCH preparedness planning for Covid 19:

Hawick Community Hospital had a business continuity plan in place. Business Continuity considers occurrences within, as well as outwith NHS Borders, which may have an adverse affect on the ability of NHS Borders to carry out its normal functions. NHS Borders Business Continuity plans set out contingency arrangements for disruption to any part of its services.

3) HCH planning for Covid 19 training:

There was no specific Hawick Community Hospital training for Covid-19. Covid was considered a new virus in early 2020, however there were plans already in place regarding a potential pandemic situation.



SG Pandemic
Guidance 280120.pdf

4) HCH planning for provision of adequate amounts of PPE and training for the use of such:

Volumes of PPE per Board were managed by National Procurement based on staffing numbers and delivered to Community Hospitals via the NHS Borders PPE Team.

All staff were provided with training on how to utilise PPE appropriately. Records of completed training are held within staff personnel files. The Senior Charge Nurse and Clinical Nurse Manager were trained to train people in the use of PPE on the 5 March 2020 and this was cascaded to individuals and teams thereafter.

5) HCH staff planning for the anticipated Covid 19 pandemic:

In preparation for supporting our patient care requirements all nursing staff were offered Refresher Skills Training which covered the following content;

- PPE
- IV Numeracy Assessment
- IV Skills Station & OSCE
- ALARIS Pump Training
- Adult Life Support including Airway Management & O2 Therapy
- Recognising Deteriorating
- NEWS 2 including Fluid Balance
- McKinley Pump Training
- New Documentation
- IV Cannulation

Covid 19 - Primary Care Pandemic Planning sessions were organised for Community Nurse Managers to attend along with a senior nurse from each community hospital, treatment room nurses, district nurses, Heads of service, senior staff members from Physiotherapy and Occupational Therapy as well as Pharmacy colleagues.



Staffing in
Community Hospitals

6) HCH planning for immediate disposal of clients in anticipation of the Covid 19 pandemic:

This information is not held, as defined in Section 17, Freedom of Information (Scotland) Act 2002.

7) HCH planning for acceptance of transfers from secondary care, screening and isolation:

National guidelines were followed with regard to screening and isolation. Attached below is the Standard Operating Procedure for transfer of patients from secondary care to Community Hospitals:



SOP Pre Discharge to
NH, RH and CHs.pdf

8) HCH planning for local outbreak management in the facility:

National and local Infection Prevention and Control policy was followed. An Incident Management Team was created to assess risk and manage outbreaks.

9) HCH planning for staff testing, isolation and management of sick leave:

National guidance was followed. This changed frequently throughout the pandemic and all changes were communicated by staff share documents, email, team meetings and handovers.

10) HCH planning in conjunction with Public Health for the Covid 19 pandemic:



PCS Pandemic
Influenza Continuity PI

11) HCH planning in conjunction with Occupational Health for staff sickness in the Covid 19 pandemic with reference to testing, cluster testing, isolation and follow up:

National guidelines were followed at Hawick Community Hospital for staff sickness during the pandemic.

12) Can you provide data relating to staff numbers sent home with Covid 19 and provide the breakdown of whether these cases with clinically presumed on symptomatology as part of a local cluster, hence not tested versus those who were actually tested and confirmed cases:

All staff who reported symptomatic of Covid 19 were tested according to national guidelines. Regular lateral flow tests were introduced in line with national guidelines.

Under Section 17 of the FOI(S)A 2002 no data is held on cases clinically presumed on symptomatology as part of a local cluster, hence not tested versus those who were actually tested and confirmed cases.

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to, Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **365-22** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.