

FOI Leads

<ul style="list-style-type: none"> • Finance 	<p>Send to: Personal Assistant to Assistant Director of Finance</p> <p>Sign off required by: Assistant Director of Finance</p> <p>Escalate to Director of Finance and Strategy as required</p>
<ul style="list-style-type: none"> • Public Health • Fertility • Child Health • COVID-19 • Screening – Cervical, Breast, AAA • Immunisation • Health protection • Resilience • Drug & alcohol • Health Improvement • Dental Public Health • Healthcare Public Health 	<p>Send to:</p> <p>Public Health Service Manager</p> <p>Office Manager, Public Health</p> <p>Sign off required by: Public Health Service Managers</p> <p>Escalate to Director of Public Health as required</p>
<ul style="list-style-type: none"> • Community Work • Covid-19 • Dental • Dietetics • Palliative Care • Mental Health (inc CAMHS) • Drugs/Alcohol • Older People • Physiotherapy • Learning Disabilities • Equality and Diversity/Translation • Rheumatology 	<p>Send to: HSCP/IJB - foi.ijb@fife.gov.uk</p> <p>Sign-off required by: Head of Services</p> <ul style="list-style-type: none"> • HOS – Community Care Services • HOS - Primary and Preventative Services • HOS – Complex and Clinical Care Services <p>Escalation to Director of Health and Social Care as required</p>

<ul style="list-style-type: none"> • Accommodation services • Clinical Psychology • Children's services • Sexual health • Health promotion and improvement • Self directed support 	
<ul style="list-style-type: none"> • Workforce • Recruitment • Agenda for Change • Organisational Development/ Training • NHS Policy 	<p>Send to: fife.workforcefoi@nhs.scot</p> <p>Sign off: Head of Workforces and/or Deputy Director of Workforce</p> <p>Escalate to Director of Workforce as required</p>
<ul style="list-style-type: none"> • Acute Service(s)/Planned Care • Leadership for Doctors/Dentists in ASD • Overview & Assurance of Quality and Safety • Medical workforce planning • Midwifery, paediatrics and neonates • Tissue Viability • Volunteers • Health promotion • Nurse bank • VHK site management • Anaesthetics • Admissions Unit 2 • Breast Surgery • Cancer Service • Day intervention unit • ENT (ear nose and throat) • Endoscopy • General Surgery • Ophthalmology (incl. Orthoptics) 	<p>Send to Personal Assistant to Director of Acute Services:</p> <p>Sign off: Director of Acute Services</p>

<ul style="list-style-type: none">• Oral & Maxillofacial surgery• Orthopaedic & Trauma surgery• Orthodontics• Pain management• Plastic surgery• Theatres & day surgery• Urology (incl. Diagnostic & treatment centre)• Vascular surgery• Acute medicine• Infectious diseases• Admissions unit 1• Assessment & IP• Emergency department• Emergency care• Ambulatory services• ECAS• Outpatients Parenteral antimicrobial therapy (OPAT)• Critical care services• Cardiology• Clinical intervention unit• Clinical oncology• Dermatology / endocrinology/ diabetes• Gastroenterology• General medicine• Haematology• Medical oncology• Medicine of the elderly• Nephrology• Neurophysiology• Outpatient departments	
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<ul style="list-style-type: none"> • Respiratory medicine • Stroke medicine • Rapid assessment & discharge services • Gynaecology • Maternity services • Radiology • Maternity • Laboratories – Donna Galloway • Medical photography therapies and rehab 	
<ul style="list-style-type: none"> • Estates and Facilities • Lands/Buildings • Capital Planning • Repairs and Maintenance • Asbestos • Emergency Doors • Lifts • Roads • Signage • Sterile Services • Energy • Sustainability • Health and Safety • Violence & Aggression • Manual Handling • Falls • Gritting • Gardening • Medical Equipment • Medical Gas • Fire • Contracts • Pest control • Smoking • Security • Car Parking 	<p>Send to: Personal Assistant – Estates and Facilities</p> <p>Sign off required by: Director of Property and Asset Management</p>

<ul style="list-style-type: none"> • CCTV • PFI/PPP Building Contracts • Catering • Portering • Domestic Services • Litter • Rest & Relaxation Spaces • Vaccination Centres • Motor Vehicles • Waste • Laundry • Vending • Mail Room • Staff Accommodation • Taxi Services • Entertainment Systems • Aerials/Masts • Disabled Facilities 	
<ul style="list-style-type: none"> • Nursing • Patient Relations/Complaints • Risk • Datix 	<p>Send to: Personal Assistant to Nurse Director</p> <p>Sign off required by: Director of Nursing (or as advised)</p>
<ul style="list-style-type: none"> • Medical • Primary Care (HCSP) 	<p>Personal Assistant to Medical Director and Corporate Caldicott Guardian</p> <p>Sign off required by: Medical Director and Corporate Caldicott Guardian</p>
<ul style="list-style-type: none"> • Digital & Information • Job planning 	<p>Send to: Personal Assistant to Associate Director of Digital and Information</p> <p>Sign off required by: Associate Director of Digital and Information</p>
<ul style="list-style-type: none"> • Procurement • Contract 	<p>Send to: Head of Procurement & Procurement Team Lead</p>
<ul style="list-style-type: none"> • Nutrition & Clinical Dietetics • Child healthy weight program • Nutritional issues • Malnutrition 	<p>Send to: Nutrition & Dietetics team email</p> <p>fife.nutritionclinicaldietetics-hos@nhs.scot</p>

<ul style="list-style-type: none"> • Eating disorders • Adult weight management • Childrens cows milk protein allergy • IBS • Coeliac disease 	
<ul style="list-style-type: none"> • Planning & Performance 	<p>Send to: Planning and Performance Manager</p> <p>Sign off by: Associate Director of Planning and Performance</p>
<ul style="list-style-type: none"> • Cancer Transformation 	<p>Send to – Cancer transformation manager</p> <p>Send to - Cancer audit & performance manager</p> <p>Sign off by: Medical Director or Director of Acute Services</p>
<ul style="list-style-type: none"> • Long Covid 	<p>Send to / Sign off – Medical Director or Director of Public Health</p>
<ul style="list-style-type: none"> • Winter Plan for H&S Care 	<p>Send to / Sign off - Associate Director of Planning and Performance</p>
<ul style="list-style-type: none"> • Equality & Human Rights • Equality & Diversity 	<p>Fife.equalityandhumanrights@nhs.scot</p>
NOT ON AXLR8 – PLEASE EMAIL DIRECT	
<ul style="list-style-type: none"> • Payroll 	<p>Send to / Sign off: Head of Payroll Services</p>
<ul style="list-style-type: none"> • Pharmacy/Medicines <p>(Always send by email to both addresses)</p>	<p>For action, send to both addresses:</p> <p>fife.pharmacyservicesadminteam@nhs.scot</p> <p>fife.fifemedicinesmanagement@nhs.scot</p> <p>Sign off required by Director of Pharmacy and Medicines, in absence Deputy Director of Pharmacy and Medicines or Head of Pharmacy</p>
<ul style="list-style-type: none"> • Information Services 	<p>Information Services Team:</p> <p>fife.informationsservices@nhs.scot</p> <p>Sign off by: Associate Director of Digital and Information / Relevant Route as per this appendix for data linked to service performance</p>
<ul style="list-style-type: none"> • Medical Physics 	<p>Send to / sign off - Medical Physics Manager</p>
<ul style="list-style-type: none"> • Legal Services 	<p>Team email - fife.legalservices@nhs.scot</p> <p>Sign off required by: Legal Services Manager</p>

***** CHIEF EXECUTIVE OVERVIEW *****

Requests which feature:

- COVID information
- High financial expenditure
- An emerging 'current affairs' situation
- Political activity
- Other similarly contentious subject matters
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Please escalate the finished response to the Chief Executive via their PA Valerie Muir [Valerie.Muir@nhs.scot]. Please include the responsible Director/s in this escalation

- Quote the FOI ref number
- Cite which Director has signed off the request
- CC Comms for visibility [fife.communications@nhs.scot]
- Provide deadline for request to be returned to FOI Team