



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board



Freedom of Information Request: Our Reference CTMUHB_120_26

You asked:

I am writing to make a request under the Freedom of Information Act 2000.

Please provide the following information about the management of patient information leaflets:

1. OPERATIONAL RESPONSIBILITY

The job title(s) of the person(s) or team responsible for the development, production, approval, and management of patient information leaflets (including printed and digital materials).

The Health Board does not hold this specific information. The development, production, approval, and management of patient information leaflets is not a central function. Responsibility sits within the individual service areas. Job titles would be varied and are not centrally collated.

2. DOCUMENT VOLUME AND PRODUCTION

- **The approximate number of patient information leaflets currently maintained by the Trust**
- **The software or system(s) used to produce and manage these leaflets (e.g., Microsoft Word, desktop publishing software, dedicated patient information management systems)**

The Health Board does not hold a centrally maintained register or definitive count of all patient information leaflets currently in use across all services.

Patient information leaflets may be:

- Nationally produced and accessed via approved external libraries (e.g. EIDO), or
- Locally developed and held within individual clinical services or specialties.

As such, the Health Board is unable to confirm an overall figure.

- Locally developed leaflets are typically produced using standard office software.

3. REPORTING STRUCTURE

The job title of the senior manager to whom the person(s)/team(s) in question 1 directly report.

Please see response to Q1.

4. BOARD-LEVEL ACCOUNTABILITY

The job title of the Board-level executive with overall accountability for patient information materials.

The Health Board does not have a specific Board-level Executive with sole accountability for patient information leaflets.

5. GOVERNANCE FRAMEWORK

If the Trust has a formal policy or governance document covering patient information leaflets, please provide:

- The document title and version number
- The job title of the Board-level signatory or accountable executive named in that document
- OR a copy of the policy itself if more convenient

N/A.