FREEDOM OF INFORMATION

REF: 2026-153
Subject: Patient Information Leaflet Management

Dear Sir/Madam,

Thank you for your email dated **23/02/2026** where you requested information about **Patient Information Leaflet Management.**

The information you requested is enclosed.

Please provide the following information about the management of patient information leaflets at Bolton NHS Foundation Trust:	
Question	**Answer**
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 Patient Experience Team coordinate the Leaflets process.
2. DOCUMENT VOLUME AND PRODUCTION	
- The approximate number of patient information leaflets currently maintained by the Trust	187
- The software or system(s) used to produce and manage these leaflets (e.g., Microsoft Word, desktop publishing software, dedicated patient information management systems)	Microsoft Word/PDF
3. REPORTING STRUCTURE	
The job title of the senior manager to whom the person(s)/team(s) in question 1 directly report.	Head Of Quality Governance
4. BOARD-LEVEL ACCOUNTABILITY	
The job title of the Board-level executive with overall accountability for patient information materials.	Chief Nursing Officer
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	Patient Information Policy - version 6

- The job title of the Board-level signatory or accountable executive named in that document	Chief Nursing Officer
- OR a copy of the policy itself if more convenient	N/A

If you have any queries or concerns please do not hesitate to contact the Freedom of Information Department. It would be helpful to quote the above reference number in any future communication.

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 The Chief Executive, Bolton NHS Foundation Trust, The Royal Bolton Hospital, Minerva Road, Farnworth, Bolton. BL4 0JR.

If you are not content with the outcome of your complaint you may apply directly to the Information Commissioner. Generally the Information Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by Bolton NHS Foundation Trust. The Information Commissioner can be contacted at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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Yours sincerely,

Information Governance Department

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transforming lives...for a better Bolton

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