

<b>Reference:</b>	FOI.2652.20
<b>Subject:</b>	Policies
<b>Date of Request:</b>	5 March 2020

**Requested:**

1. I have received a copy of HDUHB Policy and Procedure for Urinary Catheterisation of Adults from Miss J Paterson, Director of Primary Care, Community and Long Term Care, HDUHB. Would you please confirm that you collated its data, formulated and presented it to HDUHB and received acceptance by HDUHB?
2. Would you please confirm that the referenced HDUHB Waste Management policy was formulated by Mrs Karen Miles, Director of Finance, Planning and Performance?
3. Would you please confirm that the pages 2-38 of HDUHB Waste Management policy carried the warning, '**Please check that this the most up to date version of this written control document**', in the footer of the HDUHB Waste Management policy at the time of HDUHB acceptance of the HDUHB Policy and Procedure for Urinary Catheterisation of Adults?

**Response:**

1. Hywel Dda University Health Board (UHB) confirms the data collated for the production of the Urinary Catheterisation Policy was presented, discussed and approved pending recommended changes for action by the Chairman of the Clinical Written Control Documentation Group. The recommended changes were duly processed by the lead author/owning group (Urinary Catheterisation Group); the policy was approved by the UHB and published on the UHB's website on 11 April 2018.
2. The UHB confirms the Executive Lead for the Waste Management Policy is Karen Miles, Director of Planning, Performance & Commissioning. The policy is owned by the Capital, Estates and Information Management & Technology Sub-Committee, who is responsible for any updates. The current version was approved by the Business Planning & Assurance Planning Committee on 10 January 2017.
3. The UHB confirms the Waste Management Policy did have the footer including the warning 'please check that this is the most up to date version of this written control documentation' at the time the Urinary Catheterisation of Adults Policy was approved. The UHB can confirm the Urinary Catheterisation Policy has been updated with the footer on 9 March 2020.