

Ref: FOI/GS/ID 7140

**Please reply to:**  
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03 February 2022

## **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to the Trust Admission Policy.

*You asked:*

*Please would you tell me what the Trust's written policy is with regard to cancelations in the following circumstances.*

- 1. Unable to accept an offer of admission due to holiday commitments*
  - 2. Unable to accept an offer of admission due to business commitments*
  - 3. Unable to accept an offer of admission for clinical reasons*
- Also, with regard to each if the above, in what circumstances would*
- 4. a patient be deemed to have requested their removal from the waiting list*
  - 5. a patient be deemed to have indicated that they no longer wished to be treated by their consultant*

Trust response:

1. & 2.

9.6 Patient choice

All referrals for a waiting list entry are 'Trust referrals' and referrals are pooled to offer the first available appointment to the patient, regardless of consultant. The Trust will offer an appointment to the patient with a suitable clinician, at a suitable site within agreed timescales. Exception to this is when a patient has chosen to see a named consultant, in which case the Trust must accommodate their choice.

If a reasonable offer has been made to a patient for their operation and the patient declines, then this patient choice must be recorded in PAS.

A reasonable offer of a date for an elective therapeutic admission is two dates with the earliest a minimum of three calendar weeks away for a verbal offer or a date with a minimum of three calendar weeks away for a written offer.

All offers of dates to patients, for outpatient, diagnostic or inpatient episodes must be recorded in PAS at the time the offers are made.

Please note that if patients are going on holiday for two week, this does not constitute as active monitoring and clock will continue.

3. Patients awaiting admission who become medically unfit for surgery for longer than three weeks will be discharged back to the care of their referring clinician/GP. The 18 week clock is stopped and the patient is removed from the schedule.

4. & 5.

7.2 Patients who are not available

Under 18 week rules patients referred into the Trust should be available and fit to have their treatment.

Patients requesting a delay longer than what is deemed clinically appropriate should have a clinical review to decide if this delay is appropriate. The patient's choice must be documented on PAS.