

Explanatory notes on the documents submitted to the FTP site for the Provider Information Request

1. The documents uploaded to the FTP site maintain the recommended naming convention. That is, a document requested starts with DX, where X is the reference number in the 'Additional Information' tab in the PRI excel file .
2. The specific documents requested in the excel file tab 'Additional Information' does not allow for the full set of policy and training documents that govern the service to be submitted. We have therefore submitted two zipped files, 'D24 Policies Zipped' and 'D24 Training Documentation'. These documents are crucial in defining and managing risk associated with providing the service, so are linked to item D24 – Risk Management.
3. When a document is not provided there is usually an explanatory note in the excel spreadsheet. There are some documents, particularly those that are corporate documents, that we felt would confuse things. The corporate documents of the University are, as one would expect, concerning largely with the provision of education and the undertaking of research. When corporate documents have not been provided, the local documents contain the information relevant to the service.
4. The business details of the service have not been submitted because they are complex and fall within the operation of the facility as a whole and also the Department of Psychology. Documentation does exist and is reviewed three times a year and we would be happy to discuss them if required. However, the burden of finding the germane information concerning the service would be, in our view, to large.

Antony Morland, Director
28th August 2018