

16 December 2024

Our Ref: FOI 335

Dear

**Freedom of Information Act 2000
Information in Relation to SOP for Pregnancy Enquiries Prior To Ionising
Radiation Exposure**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above, which you requested on 7 November 2024. Please accept my apologies for the delay in responding to your request. Thank you for your understanding and forbearance.

A response to the questions you have raised has been provided by the Surgery Elective Maternity and Paediatrics Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office –Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Keith McCollum
Information Governance Team

Q1. What is your Trust's radiology department's standard operating procedure for making pregnancy enquiries prior to ionising radiation exposure?

A1. See Attachment 1, Procedure D from Employer's Procedures

Q2. Please attach current SOP/SOPs with relevant physical/digital enquiry form that the department uses to make these enquiries

A2. See Attachment 2, Radiology Safety Questionnaire

Q3. Please attach all relevant SOPs if each radiology department within your trust has varying procedures

A3. There are no other relevant SOPs