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**From:** Dr Anne Kilgallen <akilgallen@[REDACTED]>  
**Sent:** 01 September 2004 15:36  
**To:** [REDACTED]  
**Subject:** Update: adverse incidents reporting

Steven,

You asked me to liaise with the acute services to agree a reporting mechanism/format for adverse incidents. I understand Michael Gormley is leading a process to agree a standardised approach and so I haven't done any further local work.

Please advise if I have misunderstood what you wanted.

Mean while, I am keeping tabs on the reviews of incidents which have been brought to our attention. Margaret is involved in the work on root cause analysis.

Anne