

From:
Sent:
To:
Subject:
Attachments:

Jenny McGonigle <jmcgonigle [REDACTED]>
03 September 2004 12:23
[REDACTED]
Reporting of Serious Adverse Incidents and Near Misses
letter - 3 ce - adverse incidents - 310804.doc

[REDACTED]
Copy of letter sent to three Trust CEs attached.

Regards

Jenny

LETTER ALSO SENT TO HUGH MILLS AND ELAINE WAY

Our Ref: MG/ SO

31 August 2004

Stella Burnside
Altnagelvin Area Hospitals Trust
Glenshane Road
Londonderry
BT47 6SB

Dear Stella

Re: Reporting of Serious Adverse Incidents and Near Misses

The Board is currently reviewing its procedure for the reporting of serious adverse incidents. We will be working collaboratively with the other Boards in this respect and we would also wish to work very closely with local Trusts before finalising reporting arrangements.

Although the Board is keen to ensure that it is kept aware of all serious adverse incidents and near misses, I am conscious that Trusts will wish to be assured that the information they provide is used in a constructive way to support the Governance and Risk Management agenda and to provide information that may be valuable in the commissioning process. The Board also wishes to ensure that the reporting system is as clear and simple to use as possible.

Mrs Sara O'Connor has recently taken up the post of Governance & Risk Management Co-ordinator, and replaces Mandy Gormley. Whilst Mandy was working at the Board she organised a meeting of key Board and Trust Officers involved in Governance and Risk Management.

These Officers came together under the title of the Western Board Governance & Risk Management Forum, and were as follows:-

Michael Gormley, WH&SSB (Chair)
Judi McGaffin, WH&SSB
Therese Brown, Altnagelvin Trust
Brigid O'Rawe, Sperrin & Lakeland Trust
Joe Lusby, FH&SST

I know that there was a general feeling at this meeting that it would be useful for relevant Officers to meet on a regular basis, maybe two or three times a year, to discuss Governance and Risk Management issues of mutual interest. I have therefore

asked Sara O'Connor to make arrangements for the Group to be reconvened, hopefully some time in October. I think that it would be particularly useful for the Group to take some time at their next meeting to consider the arrangements for the reporting of Serious Adverse Incidents across the Western area. To facilitate this discussion we are now developing a Procedure which we will share with Trust representatives in advance of the October meeting for comment.

In the meantime, as an interim measure, it would be appreciated if you could ensure that any Serious Adverse Incidents, as defined by the recent circular HSS (PPM) 06/04, are notified to the Board at the same time as incidents are reported to the Department. Please forward all reports to the Chief Executive's office by e-mail in the same format as the report to the Department. Any other reporting mechanisms in place between the Board and Trusts, e.g. between specific Officers, should also continue until such time as the new procedure is finalised.

I will also arrange for discussion on this issue at the next meeting of the Chief Executive's Forum, to be held on 22 September 2004.

Yours sincerely

STEVEN LINDSAY
Chief Executive