



Business Services
Organisation

Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE
HEALTH & SOCIAL CARE SECTOR —

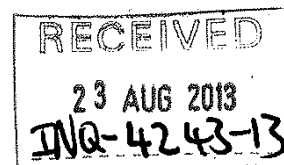
2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3

Your Ref:
BC-0208-13

Our Ref:
HYP W50/03

Date:
23rd August 2013

Ms Bernie Conlon
Secretary to the Inquiry
Inquiry into Hyponatraemia Related deaths
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Madam

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS – RAYCHEL FERGUSON GOVERNANCE

I refer to the above matter and to your letter of 1st August 2013.

Please find enclosed table prepared by the Trust as requested. I will forward a copy of the minutes as soon as possible.

Yours faithfully

Joanna Bolton
Solicitor Consultant

Providing Support to Health and Social Care



Date	RAYCHEL FERGUSON	LUCY CRAWFORD	HYPONATRAEMIA	ANY OTHER INFORMATION RELEVANT
HEM				Item Number/ Topic
6/7/1999				5 – Anaesthetic Department- Lack of Junior Cover 7 – Neurological Services 10.1 – Clinical Incidence Reporting
27/7/1999				6 – Anaesthetic Technical Support
10/08/1999				
17/8/1999				
24/8/1999				2.2.1 Acute Services Review
7/9/1999				2.3 Anaesthetic Technical Support 13.5 Policy for Reporting of Clinical Incidents
21-20/9/1999				2.1 Anaesthetic Technical Support
28/9/1999				2.1 Anaesthetic Technical Support 3 Seasonal Pressures
5/10/99				4 Time Care Self Rostering Software 5 Acute Services Review 7 Ward 7 Staffing – Ward Nursing Registrar Post
26/10/1999				
2/11/1999				
16/11/1999				
30/11/1999				
7/12/1999				
21/12/1999				3.7 Condition of Hospital Case notes 3.8 On-Call Staffing over Holiday Period 6 MTO Assistant Anaesthetics
5/1/2000				3.6 Condition of Hospital Casenotes 3.7 On-Call staffing over Holiday Period 5 Working time Directive

17/02/200				4 Anaesthetic Staffing
15/03/2000				2.11 The Public Interest Disclosure (NI) Order Whistle blowing in the HPSS 2.16 Anaesthetic Staffing 2.18 HSDU 7 Working Time Directive 12 Revised Adverse Incident Report Form
12/04/2000				15 Bank Staff Booking Policy
26/04/2000				
24/05/2000				
26/05/2000				
7/6/2000				9 Belfast Surgical Rotation - SHOs 10 Intensity studies Report of SHO in General Surgery
5/7/2000				10 Operational Policy 12 ICU Syringe and Volumetric Pumps
2/8/2000				
16/8/2000				4.1 Review of Health Services in NI 4.3 WHSSB'S Strategy paper – Waiting List/Winter Pressures 4.4 Associate Specialist
30/8/2000				11 Code of Conduct – Staff Guide
13/9/2000				3.17 Code of Conduct – Staff Guide
27/9/2000				3.1 Winter Pressures – Recruitment of NS 5 Inpatient Admissions and Bed Management
11/10/2000				
25/10/2000				17 Nurse Consultant Post – Emergency Care Nursing
8/11/2000				4.18 Code of Conduct – Staff Guide
22/11/2000				
6/11/2000				9. Paediatric – Strategic Position

20/12/2000				4. Winter/Bed Management
10/01/2001				
24/01/2001				3.18 Development of Paediatric Palliative Care Services 4. Junior Doctors in Training
7/2/2001				10. Statement on Whistleblowing 12. On-Call Oncology 14.1 Haematology Cover
21/02/2001				3.4 Inpatient Admissions and Bed Management
7/03/2001				8. Documentation Audit – Action Plan
4/4/2001				3.13 Junior Doctors 3.14 Documentation Audit
18/4/2001				3.4 Junior Doctors Hours 11. Locums
2/5/2001				3.4 Junior Doctors Hours
16/05/2001				3.2 Junior Doctors Hours 12. Adaption to Ward 6 13.3 On-Call Rota Arrangements
30/05/2001				
11/7/2001				3.4 Benchmarking : Nurse Staffing and Skill Mix
22/08/2001				12 Critical Incident Protocol
19/09/2001				
10/10/2001				
17/10/2001				
24/10/2001				6 Bed Pressures 8 Junior Doctors 12 Recruitment Difficulties
31/10/2001				
14/11/2001				10 Overtime Payment for NS
5/12/2001				13 Proposal of a Study on Junior Doctors Hours
12/12/2001				

2/1/2002				
16/1/2002				
9/1/2002				
23/1/2002				
30/1/2002				
13/2/2002				
20/2/2002				Hospital Executive Strategic Planning Day
27/2/2002				
11/3/2002				Hospital Executive Strategic Planning Day
20/03/2002				
3/4/2002				
17/4/2002				
15/5/2002				
29/5/2002				7 Paediatric Managed Clinical Network
19/6/2002				6 Reducing Junior Doctor's Hours
3/7/2002				
26/6/2002				
17/7/2002				
10/7/2002				9 Junior Doctors Hours and the Enhanced Role of Nurse
24/7/2002				
31/7/2002				9 Update on Recruitment
4/9/2002				5 On-Call Rota Ward 3 7 Response to Best Practice, Best Care – Next Steps 22 Any other Business
2/10/2002				
9/10/2002				4 Paediatric Nurses 5 Risk management Report
16/10/2002				
6/11/2002				8 Staff Turnover: Implications for Planning and management 11 Junior Doctors Monitoring Report

20/11/2002				6 Junior Doctors Rota
27/11/2002				3 Junior Doctors
4/12/2002				6 Draft Nursing Skill Mix Report
8/1/2003				4 Investors in People 5 Staffing for Junior Doctors 9 Policy Document on Development of Trust Policies
15/1/2003				7 Age Criteria for Admission of Children to Adult Wards
5/2/2003				
12/2/2003				
26/2/2003				
12/3/2003				6.2 Document Management – Decant
26/3/2003				
2/4/2003				
9/4/2003				8 Paediatric Anaesthetic Service in Altnagelvin
16/4/2003				
30/4/2003				
14/5/2003				
21/5/2003				Hospital Planning Day
28/5/2003				
4/6/2003				
18/6/2003				Policies for Approval
25/6/2003				
2/7/2003				
9/7/2003				
23/7/2003				
30/7/2003				6 Proposed Action Plan for Junior Doctor Hours 9 Baseline Assessment RE: Clinical Governance
6/8/2003				4 Surgical Rota's – Junior Doctors
13/8/2003				

20/8/2003				3 Update on Nursing Recruitment
27/8/2003				7 Policy Register
17/9/2003				
24/9/2003				
1/10/2003				Presentation by Mr Eugene Gallagher re: New GMS Contract 10. Any other Business – i. Surgical And Critical Care – Directorate Manager
8/10/2003				
15/10/2003				12 NIAO Operating Theatres Report
22/10/2003				
29/10/2003				
5/11/2003				13 Developing Better Services 14 AOB – I. Nursing Recruitment Update
12/11/2003				
3/12/2003				Presentation Clinical Effectiveness – A Witherow
17/12/2003				14 AOB – ii. Business Cases – Obs & Gynae, Medicine and Paediatrics
7/1/2003				

HMT				
Date	RAYCH EL FERGU SON	LUCY CRAWFORD	HYPONATRA EMIA	ANY OTHER INFORMATON RELEVANT
12/1/1999				12 AOB 12.1 Co-operation with Theatre Lists
9/2/1999				
13/4/1999				9 AOB 9.1 Patient Casenotes
11/5/1999				
8/6/1999				
10/8/1999				
14/9/1999				
12/10/1999				2.1 Clinical Governance Strategy 2.4 Winter Bed Pressure
9/11/1999				4 Directorate of Business Services Report
14/12/1999				
11/1/2000				Junior Doctors Hours ICU/HDU/Anaesthetics/Theatres
8/2/2000				2 Previous Minutes – Matters Arising
7/3/2000				
11/4/2000				
9/5/2000				
18/7/2000				
12/9/2000				
10/10/2000				Presentation: Documentation Audit Mrs A Witherow and Dr M Parker
13/11/2000				2.1 : Documentation Audit

				2.2 Theatre Review
12/12/2000				
10/12/2002				3.5 Junior Doctors Hours/Rota 7.1 CMO Visit 7.2 Clinical Governance Agenda
12/11/2002				10.3 Junior Doctors
8/10/2002				
10/9/2002				1. Apologies/Opening Remarks ©
9/7/2002				
14/5/2002				Anaesthetics & Critical Care Comment
9/4/2002				
12/3/2002				Presentation on National Evaluation Report
12/2/2002				
15/1/2002				
11/12/2001				
13/11/2001				
9/10/2001	6 Report on Fluid Balance			
11/9/2001				3 Finance 4 Business Services Report
10/7/2001				
12/6/2001				
8/5/2001				Presentation: Clinical Coding by Mrs Mary Gilchrist, Clinical Coding Manager
10/4/2001				Royal College Guidelines 1. Apologies/Opening Remarks
13/3/2001				
13/2/2001				

29/1/2001				2.4 Critical Care – Dr Nesbitt
16/1/2001				
11/2/2001				
11/3/2003				
8/4/2003				
13/5/2003				
10/6/2003				
8/7/2003				
9/9/2003				
14/10/2003				
11/11/2003				
9/12/2003				