



Business Services
Organisation

Directorate of Legal Services

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

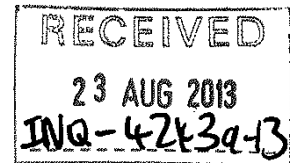
2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3

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 now enclose copy of the minutes of the Hospital Executive and Hospital Management Team for the years 1999 – 2003.

Please note that copies of the minutes for the Hospital Executive and Hospital Management Team meetings for the period January 2001 to December 2002 have already been provided to the Inquiry in our letters of 20th January 2012 and 21st February 2012 respectively (BPC-0073-13).

Yours faithfully

Joanna Bolton
Solicitor Consultant

Providing Support to Health and Social Care



INVESTOR IN PEOPLE

Date	RAYCHEL FERGUSON	LUCY CRAWFORD	HYPONATRAEMIA	ANY OTHER INFORMATION RELEVANT
HOSPITAL EXECUTIVE MINUTES				Item Number/ Topic
6/7/1999	NO	NO	NO	5 – Anaesthetic Department- Lack of Junior Cover 7 – Neurological Services 10.1 – Clinical Incidence Reporting
27/7/1999	NO	NO	NO	6 – Anaesthetic Technical Support
10/08/1999	NO	NO	NO	
17/8/1999	NO	NO	NO	
24/8/1999	NO	NO	NO	2.2.1 Acute Services Review
7/9/1999	NO	NO	NO	2.3 Anaesthetic Technical Support 13.5 Policy for Reporting of Clinical Incidents
21-20/9/1999	NO	NO	NO	2.1 Anaesthetic Technical Support
28/9/1999	NO	NO	NO	2.1 Anaesthetic Technical Support 3 Seasonal Pressures
5/10/99	NO	NO	NO	4 Time Care Self Rostering Software 5 Acute Services Review 7 Ward 7 Staffing – Ward Nursing Registrar Post
26/10/1999	NO	NO	NO	
2/11/1999	NO	NO	NO	
16/11/1999	NO	NO	NO	
30/11/1999	NO	NO	NO	
7/12/1999	NO	NO	NO	
21/12/1999	NO	NO	NO	3.7 Condition of Hospital Case notes 3.8 On-Call Staffing over Holiday Period 6 MTO Assistant Anaesthetics
5/1/2000	NO	NO	NO	3.6 Condition of Hospital Casenotes 3.7 On-Call staffing over Holiday Period 5 Working time Directive

17/02/200	NO	NO	NO	4 Anaesthetic Staffing
15/03/2000	NO	NO	NO	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	NO	NO	NO	15 Bank Staff Booking Policy
26/04/2000	NO	NO	NO	
24/05/2000	NO	NO	NO	
26/05/2000	NO	NO	NO	
7/6/2000	NO	NO	NO	9 Belfast Surgical Rotation - SHOs 10 Intensity studies Report of SHO in General Surgery
5/7/2000	NO	NO	NO	10 Operational Policy 12 ICU Syringe and Volumetric Pumps
2/8/2000	NO	NO	NO	
16/8/2000	NO	NO	NO	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	NO	NO	NO	11 Code of Conduct – Staff Guide
13/9/2000	NO	NO	NO	3.17 Code of Conduct – Staff Guide
27/9/2000	NO	NO	NO	3.1 Winter Pressures – Recruitment of NS 5 Inpatient Admissions and Bed Management
11/10/2000	NO	NO	NO	
25/10/2000	NO	NO	NO	17 Nurse Consultant Post – Emergency Care Nursing
8/11/2000	NO	NO	NO	4.18 Code of Conduct – Staff Guide
22/11/2000	NO	NO	NO	
6/11/2000	NO	NO	NO	9. Paediatric – Strategic Position

20/12/2000	NO	NO	NO	4. Winter/Bed Management
10/01/2001	NO	NO	NO	
24/01/2001	NO	NO	NO	3.18 Development of Paediatric Palliative Care Services 4. Junior Doctors in Training
7/2/2001	NO	NO	NO	10. Statement on Whistleblowing 12. On-Call Oncology 14.1 Haematology Cover
21/02/2001	NO	NO	NO	3.4 Impatient Admissions and Bed Management
7/03/2001	NO	NO	NO	8. Documentation Audit – Action Plan
4/4/2001	NO	NO	NO	3.13 Junior Doctors 3.14 Documentation Audit
18/4/2001	NO	NO	NO	3.4 Junior Doctors Hours 11. Locums
2/5/2001	NO	NO	NO	3.4 Junior Doctors Hours
16/05/2001	NO	NO	NO	3.2 Junior Doctors Hours 12. Adaption to Ward 6 13.3 On-Call Rota Arrangements
30/05/2001	NO	NO	NO	
11/7/2001	NO	NO	NO	3.4 Benchmarking : Nurse Staffing and Skill Mix
22/08/2001	NO	NO	NO	12 Critical Incident Protocol
19/09/2001	NO	NO	NO	
10/10/2001	NO	NO	NO	
17/10/2001	NO	NO	NO	
24/10/2001	NO	NO	NO	6 Bed Pressures 8 Junior Doctors 12 Recruitment Difficulties
31/10/2001	NO	NO	NO	
14/11/2001	NO	NO	NO	10 Overtime Payment for NS
5/12/2001	NO	NO	NO	13 Proposal of a Study on Junior Doctors Hours
12/12/2001	NO	NO	NO	

2/1/2002	NO	NO	NO	
16/1/2002	NO	NO	NO	
9/1/2002	NO	NO	NO	
23/1/2002	NO	NO	NO	
30/1/2002	NO	NO	NO	
13/2/2002	NO	NO	NO	
20/2/2002	NO	NO	NO	Hospital Executive Strategic Planning Day
27/2/2002	NO	NO	NO	
11/3/2002	NO	NO	NO	Hospital Executive Strategic Planning Day
20/03/2002	NO	NO	NO	
3/4/2002	NO	NO	NO	
17/4/2002	NO	NO	NO	
15/5/2002	NO	NO	NO	
29/5/2002	NO	NO	NO	7 Paediatric Managed Clinical Network
19/6/2002	NO	NO	NO	6 Reducing Junior Doctor's Hours
3/7/2002	NO	NO	NO	
26/6/2002	NO	NO	NO	
17/7/2002	NO	NO	NO	
10/7/2002	NO	NO	NO	9 Junior Doctors Hours and the Enhanced Role of Nurse
24/7/2002	NO	NO	NO	
31/7/2002	NO	NO	NO	9 Update on Recruitment
4/9/2002	NO	NO	NO	5 On-Call Rota Ward 3 7 Response to Best Practice, Best Care – Next Steps 22 Any other Business
2/10/2002	NO	NO	NO	
9/10/2002	NO	NO	NO	4 Paediatric Nurses 5 Risk management Report
16/10/2002	NO	NO	NO	
6/11/2002	NO	NO	NO	8 Staff Turnover: Implications for Planning and management

				11 Junior Doctors Monitoring Report
20/11/2002	NO	NO	NO	6 Junior Doctors Rota
27/11/2002	NO	NO	NO	3 Junior Doctors
4/12/2002	NO	NO	NO	6 Draft Nursing Skill Mix Report
8/1/2003	NO	NO	NO	4 Investors in People 5 Staffing for Junior Doctors 9 Policy Document on Development of Trust Policies
15/1/2003	NO	NO	NO	7 Age Criteria for Admission of Children to Adult Wards
5/2/2003	NO	NO	NO	
12/2/2003	NO	NO	NO	
26/2/2003	NO	NO	NO	
12/3/2003	NO	NO	NO	6.2 Document Management – Decant
26/3/2003	NO	NO	NO	
2/4/2003	NO	NO	NO	
9/4/2003	NO	NO	NO	8 Paediatric Anaesthetic Service in Altnagelvin
16/4/2003	NO	NO	NO	
30/4/203	NO	NO	NO	
14/5/2003	NO	NO	NO	
21/5/2003	NO	NO	NO	Hospital Planning Day
28/5/2003	NO	NO	NO	
4/6/2003	NO	NO	NO	
18/6/2003	NO	NO	NO	Policies for Approval
25/6/2003	NO	NO	NO	
2/7/2003	NO	NO	NO	
9/7/2003	NO	NO	NO	
23/7/2003	NO	NO	NO	
30/7/2003	NO	NO	NO	6 Proposed Action Plan for Junior Doctor Hours 9 Baseline Assessment RE: Clinical Governance
6/8/2003	NO	NO	NO	4 Surgical Rota's – Junior Doctors

13/8/2003	NO	NO	NO	
20/8/2003	NO	NO	NO	3 Update on Nursing Recruitment
27/8/2003	NO	NO	NO	7 Policy Register
17/9/2003	NO	NO	NO	
24/9/2003	NO	NO	NO	
1/10/2003	NO	NO	NO	Presentation by Mr Eugene Gallagher re: New GMS Contract 10. Any other Business – i. Surgical And Critical Care – Directorate Manager
8/10/2003	NO	NO	NO	
15/10/2003	NO	NO	NO	12 NIAO Operating Theatres Report
22/10/2003	NO	NO	NO	
29/10/2003	NO	NO	NO	
5/11/2003	NO	NO	NO	13 Developing Better Services 14 AOB – I. Nursing Recruitment Update
12/11/2003	NO	NO	NO	
3/12/2003	NO	NO	NO	Presentation Clinical Effectiveness – A Witherow
17/12/2003	NO	NO	NO	14 AOB – ii. Business Cases – Obs & Gynae, Medicine and Paediatrics
7/1/2003	NO	NO	NO	

HOSPITAL MANAGEMENT TEAM MINUTES				
Date	RAYCH EL FERGU SON	LUCY CRAWFORD	HYPONATRA EMIA	ANY OTHER INFORMATON RELEVANT
12/1/1999	NO	NO	NO	
9/2/1999	NO	NO	NO	
13/4/1999	NO	NO	NO	9 AOB 9.1 Patient Casenotes
11/5/1999	NO	NO	NO	
8/6/1999	NO	NO	NO	
10/8/1999	NO	NO	NO	
14/9/1999	NO	NO	NO	
12/10/1999	NO	NO	NO	2.1 Clinical Governance Strategy 2.4 Winter Bed Pressure
9/11/1999	NO	NO	NO	4 Directorate of Business Services Report
14/12/1999	NO	NO	NO	
11/1/2000	NO	NO	NO	Junior Doctors Hours ICU/HDU/Anaesthetics/Theatres
8/2/2000	NO	NO	NO	2 Previous Minutes – Matters Arising
7/3/2000	NO	NO	NO	
11/4/2000	NO	NO	NO	
9/5/2000	NO	NO	NO	
18/7/2000	NO	NO	NO	
12/9/2000	NO	NO	NO	
10/10/2000	NO	NO	NO	Presentation: Documentation Audit Mrs A Witherow and Dr M Parker
13/11/2000	NO	NO	NO	2.1 : Documentation Audit 2.2 Theatre Review

12/12/2000	NO	NO	NO	
10/12/2002	NO	NO	NO	3.5 Junior Doctors Hours/Rota 7.1 CMO Visit 7.2 Clinical Governance Agenda
12/11/2002	NO	NO	NO	10.3 Junior Doctors
8/10/2002	NO	NO	NO	
10/9/2002	NO	NO	NO	1. Apologies/Opening Remarks ©
9/7/2002	NO	NO	NO	
14/5/2002	NO	NO	NO	Anaesthetics & Critical Care Comment
9/4/2002	NO	NO	NO	
12/3/2002	NO	NO	NO	Presentation on National Evaluation Report
12/2/2002	NO	NO	NO	
15/1/2002	NO	NO	NO	
11/12/2001	NO	NO	NO	
13/11/2001	NO	NO	NO	
9/10/2001	6 Report on Fluid Balance	NO	NO	
11/9/2001	NO	NO	NO	3 Finance 4 Business Services Report
10/7/2001	NO	NO	NO	
12/6/2001	NO	NO	NO	
8/5/2001	NO	NO	NO	Presentation: Clinical Coding by Mrs Mary Gilchrist, Clinical Coding Manager
10/4/2001	NO	NO	NO	Royal College Guidelines 1. Apologies/Opening Remarks
13/3/2001	NO	NO	NO	
13/2/2001	NO	NO	NO	
29/1/2001	NO	NO	NO	2.4 Critical Care – Dr Nesbitt

16/1/2001	NO	NO	NO	
11/2/2001	NO	NO	NO	
11/3/2003	NO	NO	NO	
8/4/2003	NO	NO	NO	
13/5/2003	NO	NO	NO	
10/6/2003	NO	NO	NO	
8/7/2003	NO	NO	NO	
9/9/2003	NO	NO	NO	
14/10/2003	NO	NO	NO	
11/11/2003	NO	NO	NO	
9/12/2003				