

E-mail Message

From: [Rodgers, Catherine \[EX:/O=NIGOV/OU=EXCHANGE ADMINISTRATIVE GROUP \(FYDIBOHF23SPDLT\)/CN=RECIPIENTS/CN=██████████\]](#)
To: [Conlon, Bernie \(IHRD\) \[EX:/O=NIGOV/OU=EXCHANGE ADMINISTRATIVE GROUP \(FYDIBOHF23SPDLT\)/CN=RECIPIENTS/CN=██████████\]](#)
Cc:
Sent: 25/02/2013 at 16:42
Received: 25/02/2013 at 16:42
Subject: RE: Request for documents relating to the SAI process dated 15 February 2013

Attachments: Index of papers in RQIA 2008 and 2010 reports, SQSD papers and SAI Guida....xlsx
INDEX - Medical Advisory Structures 1994 - 2006 & Additional Information....docx

Bernie

I would advise that the that the most recent documents are not to be added to the SAI file but rather have been served as a further response to Anne Dillons request for documents dated 15 February 2013. They mostly refer to adverse incidents and are not part of the formal SAI process which was introduced in 2004. I hope this clarifies the matter.

I also attach herewith index of papers which may be of assistance to you.

Kind regards

Catherine

Catherine Rodgers
Departmental Solicitors Office
2nd Floor, Centre House,
79 Chichester Street,
Belfast BT1 4JE

Tel: ██████████

Fax: ██████████

From: Conlon, Bernie (IHRD)
Sent: 25 February 2013 12:17
To: Rodgers, Catherine
Subject: FW: Request for documents relating to the SAI process dated 15 February 2013

Catherine,
I refer to your email and attachments. Should these be added to the SIA file which you sent to us recently. Would it be possible for you to send me Word versions of the index for each file. It makes it easier for us to put on our document database.

Kind regards

Bernie

From: Rodgers, Catherine

Sent: 22 February 2013 12:30
To: Dillon, Anne
Subject: Request for documents relating to the SAI process dated 15 February 2013

Anne

The Department have sourced some further information on governance and clinical negligence which make reference to adverse incidents.

Please find attached.

Kind Regards

Catherine

Catherine Rodgers
Departmental Solicitors Office
2nd Floor, Centre House,
79 Chichester Street,
Belfast BT1 4JE

Tel: [REDACTED]

Fax: [REDACTED]

<< File: Clinical Negligence Claims - Structured Settlements - May 1988.pdf >> << File: Clinical Negligence Claims Handling - Protocol - 21 Jan 1999.pdf >> << File: DAO DFP 5 01 - Corporate Governance - Statment on Internal Control - 5 Apr 2001.pdf >> << File: HSS F 20 2002 - Clinical Negligence - Prevention of Clams and Claims Handling - 12 Dep 2002.pdf >> << File: Clinical Negligence Central Fun - 15 May 1998.pdf >> << File: Clinical Negligence Claims - Claims Handling 15 May 1998.pdf >>

From: Dillon, Anne
Sent: 15 February 2013 16:16
To: Rodgers, Catherine
Cc: Conlon, Bernie (IHRD)
Subject: IHRD - Documents Request
Importance: High

Dear Catherine

I would be grateful if your client would provide me with copies of any/all guidance, policy statements, management bulletins, circulars issued by them regarding adverse incident reporting, serious untoward incidents or equivalent, to Health and Social Services Trusts from their inception to 2002.

Would it be possible to be provided with this information no later than next Friday, 22nd February?

Many thanks.
Anne

Anne Dillon
Solicitor to the Inquiry
Inquiry into Hyponatraemia-related Deaths
41 Arthur Street
BELFAST
BT1 4GB

Tel No: [REDACTED]

SQSD Papers for Inquiry February 2013		
Tab number	Description	Date
1	Memo from Gerard Collins to Dr Briscoe	25.01.2007
2	New Guidance on Hyponatraemia	Nov 2007 (CMO update)
3	AQW 2160/08	05.12.2007
4	AQW 2356/08	18.12.2007
5	Request for meeting with Minister - from A Browne SQSD to Maura Briscoe	06.02.2008
6	Letter from Western Health and Social Care Trust to Dr Norman Morrow	28.03.2008
7	Email - Elaine Lawson to Maura Biscoe	01.04.2008
8	letter from Dr Michael McBride to Mr William McKee	Apr-08
9	Letter from Dr Michael McBride to Mrs Norma Evans	Apr-08
10	Letter form Dr Michael McBride to Mr John Crompton	Apr-08
11	Letter from Dr Michael McBride to Mr Colm Donaghy	Apr-08
12	Letter from Dr Michael McBride to Mrs Elaine Way	Apr-08
13	Letter from Chief Pharmaceutical Officer to Professor Sean Gorman	16.04.2008
14	Email - Maura Briscoe to Heather Neagle and Elaine Lawson	28.04.2008
15	Audit of NPSA Patient Safety Alert 22	29.04.2008
16	Letter from Mr A B Stevens (Belfast HSC Trust) to Dr Michael McBride	02.05.2008
17	Letter form Elaine Way (CE WHSCT) to Dr Michael McBride	07.05.2008
18	Email - Elaine Lawson to Roisin Perkins	12.05.2008
19	Memo from Maura Briscoe to Professor Tom Trinick	15.05.2008
20	Reporting triggers for potential adverse events related to the administration of intravenous fluids (SEHSCT)	none specified
21	Letter from Maura Briscoe to Dr Julian Johnston Chairman Standards and Guidelines Committee	16.05.2008
22	Email - Tracey Walsh to Julian Johnston	16.05.2008
23	Letter from CE Medical and Dental Training Agency	21.05.2008
24	Letter from maura Briscoe to Alice Casey (CE RQIA)	22.05.2008
25	Memo from Andrew Browne to Dr Maura Briscoe and Michael McGimpsey	02.06.2008
26	Email - Elaine Lawson to Ilona Robinson	05.06.2008
27	Letter from Dr A B Stevens to Dr Michael McBride	17.07.2008
28	Memo from Andrew Browne to Dr Jim Livingstone and Michael McGimpsey	30.07.2008
29	Memo from Andrew Browne to Dr Carolyn Harper and Michael McGimpsey	12.08.2008
30	Memo form Andrew Browne to Dr Carolyn Harper and Michael McGimpsey	13.08.2008
31	Email - Michael McBride to Jim Livingdtone, Martin Bradley, Norman Morrow	01.12.2008
32	Email - Jim Livingstone to Heather Livingston, Paddy Woods, Karen Campbell, Martin Bradley, Carolyn Harper	20.01.2009

33	CMO/MD/DPH Meeting - Hyponatraemia and Fluid Guidelines	02.03.2009
34	Email - Martin Donnelly to Jennifer Monney	22.05.2009
35	Email - Kathryn Fodey to Jennifer Mooney	27.05.2009
36	Memo from Elaine Lawson to Dr Jim Livingstone and Dr Liz Mitchell	04.06.2009
37	Email - Jennifer Mooney to Raymond Little	18.06.2009
38	Email - Andrew Browne to Martin Donnelly	29.06.2009

MEDICAL ADVISORY STRUCTURES (1994 – 2006)**BOX 1 OF 3**

- Tab 1** **Central Medical Advisory Committee – membership**
- Tab 2** **Specialty Advisory Committee Paediatrics - membership**
- Tab 3** **Chief Medical Officer / Directors of Public Health – membership**
- Tab 4** **Minutes of meetings held by the above committees and any relevant sub committees**

A **Central Medical Advisory Committee**

.23 February 1994
.16 June 1994
.1995 – records destroyed
.1996 – records destroyed
.1997 – records destroyed
.2 December 1998
.27 May 1999
.2000 – records destroyed
.28 February 2001
.19 June 2002
.18 December 2002
.12 November 2003 (agenda inc)
.7 April 2004 (agenda inc)
.18 November 2004 (agenda inc)
.27 April 2005 (agenda inc)
.1 December 2005
.next meeting held 2007

B **Hospital Service Sub Committee of the Central Medical Advisory Committee**

.18 May 1994 (agenda inc)
.21 October 1994 (agenda inc)
.1995 - records destroyed
.31 October 1996
.1997 - records destroyed
.1998 - records destroyed
.4 March 1999
.2000 - records destroyed
.31 January 2001
.23 May 2001
.17 October 2001
.6 February 2002
.29 May 2002
.25 September 2002
.4 June 2003
.29 October 2003
.24 February 2004 (agenda inc)

.22 June 2004
.26 October 2004
.22 February 2005
.29 September 2005
.1 March 2006 (agenda inc)
.9 June 2006

C General Medical Care Sub Committee of the Central Medical Advisory Committee

.1994 - records destroyed
.1995 - records destroyed
.1996 - records destroyed
.1997 - records destroyed
.13 May 1998
.25 November 1998 (agenda inc)
.9 December 1999
.16 June 1999
.2000 - records destroyed
.12 December 2001
.14 February 2002
.5 June 2002
.18 September 2002
.23 July 2003
.22 October 2003
.26 April 2004
.5 November 2004
.16 March 2005
.2 November 2005
.11 May 2006 (inc agenda)

BOX 2 OF 3

D Specialty Advisory Committee - Paediatrics

.8 November 1994
.9 November 1995 - record destroyed
.12 November 1996
.6 November 1997
.29 September 1998
.14 September 1999 (agenda inc)
.19 September 2000 (agenda inc)
.30 October 2001
.10 September 2002
.7 October 2003
.5 October 2004
.11 October 2005 (agenda inc)
.2006 – no meeting

E Chief Medical Officer / Directors of Public Health

.5 September 1994 (agenda inc)
.21 October 1994 (agenda inc)
.17 January 1995
.6 March 1995
.15 May 1995 (agenda inc)
.18 September 1995 (agenda inc)
.6 November 1995
.5 February 1996 (agenda inc)
.25 March 1996 (agenda inc)
.3 June 1996
.2 September 1996 (agenda inc)
.7 October 1996 (agenda inc)
.4 November 1996 (agenda inc)
.1997 - records destroyed
.1998 - records destroyed
.1999 - - records destroyed
.7 February 2000
.3 April 2000
.5 June 2000 (agenda inc)
.4 September 2000 (agenda inc)
.15 January 2001
.5 March 2001
.14 May 2001 (agenda inc)
.2 July 2001
.3 September 2001
.5 November 2001
.25 February 2002
.10 June 2002 (agenda inc)
.2 September 2002 (agenda inc)
.4 November 2002 (agenda inc)
.13 January 2003 (agenda inc)
.3 March 2003 (agenda inc)
.2 June 2003
.1 September 2003 (agenda inc)
.19 January 2004 (agenda inc)
.15 March 2004
.7 June 2004 (agenda inc)
.6 September 2004 (agenda inc)
.1 November 2004 (agenda inc)
.14 February 2005
.11 April 2005
.6 June 2005 (agenda inc)
.22 August 2005 (agenda inc)
.5 December 2005 (agenda inc)
.6 March 2006 (agenda inc)
.12 June 2006 (agenda inc)
.6 November 2006

Tab 5 Structures

- A Medical Participation and Advice in the Management of the HPSSNI 1981
- B Public Appointments - Central Medical Advisory Committee
- C Public Appointments - General Medical Care Sub Committee of the Central Medical Advisory Committee
- NB Hospital Service Sub Committee of the Central Medical Advisory Committee – no record available

Tab 6 Remit

- . Central Medical Advisory Committee
- . Hospital Service Sub Committee of the Central Medical Advisory Committee
- . General Medical Care Sub Committee of the Central Medical Advisory Committee
- . Specialty Advisory Committee - Paediatrics

BOX 3 OF 3

ADDITIONAL INFORMATION

Specialty Advisory Committees (SAC)

- 1 SAC Anaesthetics - Membership**
- 2 SAC Anaesthetics – Minutes of meetings**
 - .3 October 2000
 - .2 October 2001
 - .1 October 2002
 - .14 October 2003
 - .12 October 2004
 - .20 September 2005
 - .12 December 2006
- 3 SAC General Surgery – Membership**
- 4 SAC General Surgery – Minutes of meetings**
 - .12 December 2000
 - .11 December 2001
 - .10 December 2002
 - .9 December 2003
 - .14 December 2004
 - .2005 – no meeting
 - .21 February 2006

Contents of Files:

5 BP2089/05

Medical and Allied Branch – Hyponatraemia Fluid Care Pathway –
Fluid Care Pathway Group

6 BP4407/05

Medical and Allied Quality NPSA Communication Hypotonic Fluids in
Children 2005 - 2006

7 Undergraduate Curricula – Minutes

.6 March 2006
.7 June 2006
.4 December 2006
27 February 2007

7.1 Drafting Subgroup – Minutes

.23 October 2006
.13 November 2006

**7.2 Report - Promotion of Safe, High Quality Health and Social
Care in Undergraduate Curricula - 2007**