



Health and Social  
Care Board

*Health & Social Care Board  
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HSC Trust Chief Executives

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31 March 2014

Dear Colleague

### **Serious Adverse Incidents - Service User / Family Involvement**

John Compton and Eddie Rooney's joint letter of 4 March 2014 to the Chief Medical Officer advised that they would be writing to HSC organisations to request that more specific details are included in SAI Investigation Reports in relation to contact with families and their involvement in the process.

As referenced in that letter, the Procedure for the Reporting and Follow up of SAIs (revised October 2013) makes clear the need for and importance of appropriate communication and involvement of service users, relatives and carers. However, to further assist Trusts, the HSCB and PHA have reviewed the SAI Notification Form and developed a SAI Investigation Report Checklist which should accompany all SAI Investigation Reports regardless of the investigation level. Revised forms are attached which should ensure that more detailed information about family involvement is recorded consistently.

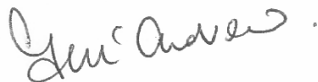
These revised forms have been shared with Trust Governance leads and reflect comments made. These revised forms must be implemented with immediate effect for all newly reported SAIs and for ongoing SAIs for which investigations have not yet been completed.

HSCB/PHA Designated Review Officers will require this more detailed information in relation to family involvement to be included in completed Investigation Reports before closing SAs.

As referenced in the letter of 4 March 2014 to CMO, you will note that the SAI Investigation Report Checklist also includes details in relation to notifying the Coroner's office for death related SAs which should also be included in the report.

If you require any clarification in relation to the implementation of these forms, please contact Anne Kane at [anne.kane](mailto:anne.kane@hsc.ie) in the first instance.

Yours sincerely



Fionnuala McAndrew  
Interim Chief Executive

Encs

cc Dr Michael McBride, CMO  
Medical Directors of HSC Trusts  
Carolyn Harper  
Pat Cullen  
Michael Bloomfield  
Fergal Bradley  
Trust Governance Leads