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Portsmouth Health Care NHS Trust

Received

25 / 11 / 2012

General Manager, Fareham / Gosport

**Re: Investigation Terms of Reference**

Thank you for agreeing to the investigation into the management of his last illness on Sultan Ward.

Thank you for agreeing to the investigation into the management of his last illness on Sultan Ward.

The following terms of reference should be applied:-

- To review the Admission process, particularly when it is known a patient suffered multiple falls prior to admission
- Evaluate the quality of recorded communication with relatives and the multiprofessional team.
- Discuss and evaluate the medical and nursing management of a patient whose condition deteriorates
- Assess the medical and nursing care of patients with hydration need
- Identify how nursing staff ensure the dignity of patients
- Review and evaluate the content of the nursing record for the period of admission to transfer
- Identify and review the decision making process for transferring an acutely ill patient to an acute hospital
- By questioning staff and reviewing information was it reasonable for the patient to be:
  - a. admitted to Sultan Ward initially and
  - b. should a decision to transfer have been made earlier

**Code A** health records are in my office ready for you.

Please contact me if I can be of any assistance, your help with this is greatly appreciated.

Regards

**Code A**

**Code A** Jan Peach (Mrs)  
Service Manager  
Fareham & Gosport PCT

cc. Fiona Cameron