

Portsmouth Health Care NHS Trust

Received

12 FEB 2002



To

General Manager, Fareham / Gosport

Fiona Cameron,

Please find enclosed a
copy of letter sent to law.
Reid and Draft Terms of
Reference.

Finsbury Tower

103-105 Bunhill Row

London EC1Y 8TG

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WITH COMPLIMENTS

Regards.

Code A



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STRICTLY PRIVATE & CONFIDENTIAL

5 February 2002

Dr. Ian Reid
Medical Director
Trust Central Office
St James Hospital
Locksway Road, Milton
Portsmouth
Hampshire PO4 8LD

Dear Dr. Reid

Following our conversation last week regarding CHI's access to the clinical notes of the patients who have recently died, I thought it useful to set out CHI's position. It is important that we agree a way forward quickly so as not to hamper the production of the CHI report.

We do not need next of kin consent to enable the CHI clinical note review group to review the notes of deceased patients. As I explained however; CHI believes that in terms of good and open practice, it is important to ensure that relatives are made aware of this piece of work.

We firmly believe that it is better to be open with relatives sooner rather than later, and there will be less potential for further distress if that is done now.

I do appreciate your concern about contacting the recently bereaved and your belief that this will affect the public's confidence in the Gosport War Memorial Hospital. However, our commitment to openness and transparency means we think that the way forward is for relatives to be aware of this case notes review.

If you do not agree to the relatives being contacted now, I must be assured that any contact with relatives regarding the clinical note review, after the publication of the CHI Investigation report will be handled by the Trust or the successor Primary Care Trust.

We do not need notes to be anonymised as the patients are deceased. However, if you wish to do this, please do so. In terms of sample size, we would like to look at the medical, nursing and therapy notes for the patients last admission, together with prescription charts, of 15 out of the 49 patients. Julie Miller will follow up with Fiona Cameron the method we will use to determine a random sample of 5 from each ward.



Thank you for working with CHI to take this piece of work forward. I have attached the term of reference we will work to on the clinical note review. I would also like to assure you that the notes will be treated with the utmost regard for their confidentiality and will only be seen by those named on the terms of reference.

Yours sincerely

Code A

Dr. Linda Patterson OBE MB FRCP
Medical Director

encl.

cc: Mr Max Millett, Chief Executive
Mrs Fiona Cameron, Divisional Manager

Draft 2

Terms of Reference for the Medical Notes Review Group to Support the CHI Investigation at Gosport War Memorial Hospital

Purpose

The Group has been established to review the clinical notes of a random selection of recently deceased older patients at the Gosport War Memorial Hospital in order to inform the CHI investigation. With reference to CHI's investigation terms of reference and the expert witness reports prepared for the police by Dr Munday and Professor Ford, this review will address the following:

- (i) The prescription, administration, review and recording of drugs.
- (ii) The use and application of the Trust's policies on the Assessment & Management of Pain, Prescription Writing and Administration of IV Drugs.
- (iii) The quality of nursing care towards the end of life.
- (iv) The recorded cause of death

Method

The Group will review 15 (*anonymised - to be confirmed by trust*) clinical notes supplied by the Trust, followed by a one day meeting at CHI in order to produce a written report to inform the CHI investigation. The Group will reach its conclusions by March 31st at the latest.

Membership

Dr Tony Luxton, Geriatrician – Lifespan NHS Trust (CHI doctor team member & chair of Group)

Maureen Morgan, Independent Management Consultant (CHI nurse member)

Professor Gary Ford, Clinical Pharmacologist, University of Newcastle and Freeman Hospital

Dr Keith Munday, Consultant Geriatrician, Frimley Park Hospital

+ *another nurse*

Dr Luxton and Maureen Morgan have been seconded to CHI for their work with CHI on this investigation, similar arrangements will apply to Professor Ford, Dr Munday & *another nurse* with regard to expenses, confidentiality etc.

The Group will be supported by Julie Miller CHI Investigation Manager, who will produce a report based on the Group's work.

Findings of Group

The findings of the Group will be shared with:

- (i) the CHI Gosport investigation team
- (ii) CHI's Nurse Director and Medical Director and other CHI staff as appropriate
- (iii) The Trust
- (iv) Relatives of the deceased (facilitated by the Trust) if requested

The Group's findings will not be published in full in the investigation report, though a summary will be included. The final report of the Group will be subject to the usual rules of disclosure applying to CHI investigation reports.

Julie Miller
6.2.02