

Dartmouth Health Care NHS Trust

Exeter

25 April 2002

General Manager, Foreham / Unipart

Code A

Our Ref: JP/lp

23rd April 2002

Dear Mr [Code A]

Re: Investigation Terms of Reference

Thank you for agreeing to investigate the concerns that [Code A] has raised regarding the care and management of his late Father [Code A] during 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

Jan Peach (Mrs)
Service Manager
Fareham & Gosport PCT

cc. Fiona Cameron