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27th May 2004

Mr I Piper
Chief Executive
Fareham Gosport Primary Care Trust
Unit 180, Fareham Reach
166 Fareham Road
Gosport
PO13 0FH

Dear Ian

Fareham and Gosport PCT Clinical Governance Review

Further to the Healthcare Commission's assessment of clinical governance arrangements in your trust please find enclosed a copy of the draft of the Healthcare Commission's report of the clinical governance review together with the evidence base¹. Background information about this part of the process is provided in guidance² included in the trust start up pack.

We wish to ensure that the judgements made and the conclusions drawn throughout the review are evidence based and have been subject to rigorous assessment throughout the report drafting process. An important part of that assessment is to invite comments on factual accuracy from the organisation reviewed. In providing you with this opportunity, you should note the following:

- i) The report is shared with you and your board on a confidential basis to check for factual accuracy. Where the report or sections of the report are discussed with other members of staff, this should also be undertaken on a limited and confidential basis.

¹ Evidence developed from documentary analysis and other sources, for example, staff survey; key issues from stakeholder interviews; review week findings.

² Guidance for the NHS. Framework for ensuring text and assessment of the components of clinical governance in review reports reflect the evidence and findings. Some key principles.

- ii) Any proposed amendments should be with regard to factual accuracy only unless there are additional issues, as referred to in iv) below. The Healthcare Commission's definition of factual accuracy is included in the guidance included in the start up pack.
- iii) A copy of the external tracking form, which has been sent to you electronically, is enclosed for your information. The form must be completed electronically and referenced appropriately if you wish the Healthcare Commission to consider any proposed amendments. If you have no comments, you should say so on the form, and return it.
- iv) There may be evidence or issues, which you feel, have not been appropriately considered within the report. In exceptional circumstances, the Healthcare Commission is prepared to consider this evidence. This should be referenced on the tracking form (if the Commission already has this documentation) and brief supporting evidence (also referenced on the tracking form) sent to the Healthcare Commission if we have not previously had this information.

While you are reviewing the text of the report, it is important you are aware of a change to our processes with regard to communication of CGR findings. In the past our media team have produced a press release, which highlights the main findings of the report. This release was then issued to the local media after being shared with the trust through your communications staff. From now onwards, we will instead issue a news alert letting the local media know that the report has been published to which will be attached the conclusions section of the report. This section includes conclusions about the trust and key areas for action. We would advise that you pay particular attention to this section of the report in reviewing it for factual accuracy. Our media team will be in touch with your communications staff to inform them of the change in approach.

We will ensure all issues have been taken account of. However the Healthcare Commission has the final decision about any proposed additions in the final report.

You should return the tracking form, and any brief additional information, to me at my e-mail address above, within five working days, that is, by 1700. on Friday 4th June 2004.

If you have asked the Healthcare Commission to consider any additional information, or have made specific comments, which require a decision from us, you will normally be advised within five working days whether any changes will be made to the report. Once this stage of the process has been completed, the strategic health authority or Welsh Assembly Government will then also have an opportunity to comment on the basis of factual accuracy and/or policy implications.

I look forward to hearing from you.

Yours sincerely

Margaret McGlynn
Operations Project Manager

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