

**NOTES OF CLINICAL INCIDENT REVIEW GROUP (INCLUDING  
MEDICATION ERRORS) MEETING HELD AT FAREHAM REACH ON  
7/01/2004**

	ACTION
<p><b>01/04</b></p> <p><b>Future of the Group</b></p> <p>Some discussion regarding the group and the need to either include serious clinical incidents in the review of medication error or create a group that looked at both. Latter was thought to be the most appropriate way forward. Membership was agreed as Hazel Bagshaw, Fiona Cameron, Caroline Harrington, Justina Jeffs. Fiona will contact Diane Wilson to ask for representatives from Community Services and Learning Disability.</p> <p><b>Terms of Reference</b></p> <p><b>Purpose</b> – To review all medium to high clinical incidents including all medication errors.</p> <ul style="list-style-type: none"> <li>• To plot trends with clinical incidents and medication errors</li> <li>• To make recommendations for action</li> <li>• To identify learning point</li> <li>• To disseminate data</li> <li>• To make recommendations for training and development</li> <li>• To feed into the risk network</li> </ul> <p><b>Accountability</b></p> <p>The Clinical Incident Review Group will be accountable to the Clinical Governance Committee and will meet monthly and review monthly data.</p> <p><b>Membership</b></p> <p>Hazel Bagshaw Fiona Cameron Caroline Harrington Justina Jeffs representatives from Community Services representatives from Learning Disability</p>	<p align="center"><b>FC</b></p>

# Fareham and Gosport

Primary Care Trust

		ACTION
<b>02/02</b>	<p><b>Issues from Quarter 1</b></p> <ul style="list-style-type: none"> <li>• Medication not available occurred 3 times. This was noted and reoccurrences would be checked.</li> <li>• Oxygen value not opened. This has been followed-up by Hazel Bagshaw who confirmed a system was in place for pharmacies to do this.</li> <li>• Two issues around Clexane. One miss labelling and one miss reading of a label. Check for reoccurrence.</li> <li>• Brixlaven – they are in the middle of a medication audit and no results have been received yet. Caroline will chase.</li> <li>• Milton Road Telfast - two incidents of signing and drugs not been given. Check for reoccurrence.</li> </ul>	<p><b>CH</b></p>
<b>03/04</b>	<p><b>Issues from Quarter 2</b></p> <ul style="list-style-type: none"> <li>• Brixlaven – medication audit – see above.</li> <li>• Briarwood – 44507, 44551, 44570, 44569 all relate to a lack of pharmacy services at St Xs. Fiona agreed to check this again with Rosemary Salmond, as it was her belief there was a limited pharmacy service available.</li> <li>• Daedalus – 47849, 45554 – Justina to feedback.</li> <li>• Sultan – 40901 – Justina to feedback.</li> <li>• Borrowing – 40902 – Justina to feedback.</li> <li>• Syringe competency – 48398 – Justina to feedback.</li> </ul>	<p><b>FC</b></p> <p><b>JJ</b></p>
<b>04/04</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting will be held on Monday <b>02/02/2004</b> at 11.30 – 12.30 in the Board Room, Fareham Reach.</p>	

## CLINICAL INCIDENT REVIEW GROUP (INCLUDING MEDICATION ERRORS)

---

### TERMS OF REFERENCE

#### **Purpose**

To review all medium to high clinical incidents including all medication errors.

- To plot trends with clinical incidents and medication errors
- To make recommendations for action
- To identify learning point
- To disseminate data
- To make recommendations for training and development
- To feed into the risk network

#### **Accountability**

The Clinical Incident Review Group will be accountable to the Clinical Governance Committee and will meet monthly and review monthly data.

#### **Membership**

Hazel Bagshaw  
Fiona Cameron  
Caroline Harrington  
Justina Jeffs  
representatives from Community Services  
representatives from Learning Disability