

Watson Catherine

From: Deeks, Mary
Sent: 18 November 2008 10:47
To: Humphrey Lesley - Divisional General Manager; [Code A]; Long
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Cc: Wright Janet - PA to Head of Governance; Scammell Toni - Modern Matron; Williams,
 Elaine; Tiller Sara
Subject: CHI recommendations re GWMH
Attachments: 080812 CHI Plans summary.xls — *see email of 26 Nov*

Dear All

Following the last meeting of the steering group preparing for the inquests into deaths at Gosport War Memorial Hospital, I have followed up with Benita Playfoot, the SHA member of the group, on what format the document which demonstrates our response to the CHI recommendations should have. The benefits of us all using the same format are not difficult to see, and since this is the format the SHA want (and it does seem user friendly) it seems best for us all to use the same one. I am forwarding the link to the NPSA website where examples can be found.

<http://www.npsa.nhs.uk/nrls/improvingpatientsafety/patient-safety-tools-and-guidance/rootcauseanalysis/rca-investigation-report-tools/>

I am sorry if you have already started using a different format, but I think that any work already done should be transferable to the new format without too much work. It is not necessary for each organisation to provide responses to each recommendation, only to those which apply to their part in the service. NB: It is important to ensure that all staff working at the hospital are aware of risk reporting procedures, and that the appropriate training and information sharing processes are in place.

Benita suggests that we save the documents that we wish to use as evidence, eg Board papers, policy documents, etc, to a webpage, and then provide hyperlinks within the timeline to them, which would save having to accumulate a pile of papers. These could then be reviewed by an external person without having to physically visit Hampshire. I will investigate with our IT department how this is managed, and will provide an update as soon as I know how this can be achieved.

For ease of reference I am attaching a copy of the spreadsheet I prepared earlier in the year which lists all the recommendations.

Can I remind you that Benita wishes a final copy of this document to go to the SHA Board in January at the latest, and that it was agreed at the last meeting that first drafts would be shared in the December meeting of the steering group, prior to going to the Boards of each organisation for sign-off. This is a high profile piece of work, which needs to be done well and promptly.

The notes from the last meeting will be circulated soon.

Please feel free to contact me with any queries regarding this, bearing in mind that this week I will not be in the office in the afternoons.

Thank you all for your help.

Regards

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11/12/2008

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11/12/2008