

Code A

From: Code A
Sent: Thursday, July 13, 2006 11:30
To: Smith Jenifer
Cc: Horne Tony
Subject: WA

Importance: High
Sensitivity: Confidential

Sent on behalf of Terry Renshaw:

As discussed I have prepared:

- draft appointment letter
- confidentiality declaration
- role of the independent investigator

I would welcome your comments on the attached, particularly the briefing note outlining the role. If it is before Friday I can incorporate any changes. If it is after Friday, please pass them to Code A and when an investigator is identified and board approval given for the appointment, Code A will be able to raise the necessary paperwork.

Terry



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South Central Strategic Health Authority
Oakley Road
Southampton
Hampshire
SO16 4GX

Tel: 023 8072 5400

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www.southcentral.nhs.uk

PERSONAL

Name/Address

Date

Dear (insert name)

External Review into the Death of WA on 2 December 2004

I write to confirm that the NHS South Central Strategic Health Authority has approved your appointment as an independent investigator to review the Hampshire (Partnership Trust internal review into the death of WA on 2 December 2004.

The Strategic Health Authority accepts that your independent position as an investigator, not in the employ of the Strategic Health Authority, justifies your being given written assurance as to your personal legal liability. Therefore, NHS South Central Strategic Health Authority agree to indemnify, (this term includes costs, expenses, claims and other sums found due) a panel member in respect of any loss suffered by that person who has acted honestly, reasonably, in good faith and without negligence under or in connection with this agreement.

Enclosed with this letter is a 'declaration of confidentiality' form, which needs to be signed and returned to Team Administrator, at the address above.

I confirm that the NHS South Central Strategic Health Authority will commission your services at (TBC) per day, reimburse any appropriate travel expenses, and overnight accommodation if relevant, and other reasonable out of pocket expenses relating to the Inquiry. Invoices should be addressed to Dr Jenifer Smith, Consultant in Public Health/Deputy Medical Director, NHS South Central Strategic Health Authority, Oakley Road, Southampton, SO16 4GX.

Thank you for undertaking this external review on behalf of the Strategic Health Authority.

Yours sincerely

Mark Britnell
Chief Executive

Enclosed: 1. Declaration of Confidentiality
 2. Role of the Independent Investigator

DECLARATION OF CONFIDENTIALITY

Everyone working for or with the NHS who records, handles, stores or otherwise comes across information has a personal common law duty of confidence to patients and to his or her employer.

As an independent investigator appointed by the NHS South Central Strategic Health Authority please complete the slip below and return it to:

Code A Team Administrator, NHS South Central Strategic Health Authority,
Oakley Road, Southampton, SO16 4GX.

Thank you.

As an independent investigator appointed by the NHS South Central Strategic Health Authority to undertake an external review into the death of WA, I agree to keep the details of the case confidential and use them only for the purpose of the review.

Name	
Address	
Signed	
Date	

Role of the Independent Investigator

The principal functions of the Independent Investigator when undertaking an external review are as follows:

1. To ensure that the external review is conducted in accordance with the terms of reference.
2. To consider all documents sent to them in connection with the external review and to advise within their report of any action which they consider should be taken to address issues raised by those documents.
3. To identify and meet with or discuss on the telephone individuals who are believed to be relevant to providing additional background information in respect of the external review or who were involved in the care and treatment of the patient where this is felt to be particularly relevant.
4. To prepare the final report and submit to Dr Jenifer Smith, Consultant in Public Health/Deputy Medical Director.