

### TERMS OF REFERENCE

<b>TITLE OF GROUP/COMMITTEE</b>	SERIOUS INCIDENT GROUP
<b>DATE TERMS OF REFERENCE RATIFIED</b>	SEPTEMBER 2016
<b>DATE OF NEXT REVIEW OF TERMS OF REFERENCE</b>	SEPTEMBER 2017

<b>1.</b>	<b>Purpose and Aims of the Group/Committee</b>
	<p>The Serious Incident Group (SIG) is a sub-group of the Clinical Governance Committee and is the designated forum with responsibility for reviewing, evaluating and critiquing all Serious Incident investigation reports (including Never Events). The purpose of the group is to:-</p> <ul style="list-style-type: none"> <li>• Confirm and challenge each final SI report received to ensure that a thorough investigation has taken place to identify root causes, appropriate recommendations and actions to minimise reoccurrence</li> <li>• Identify lessons learnt and how the learning will be shared</li> <li>• Seek assurance on the deployment and effectiveness of lessons learnt</li> <li>• Govern the delivery of all action plans arising from Homicide Reviews and inpatient suicide reviews, providing assurance of delivery to the Clinical Governance Committee and Integrated Governance Committee</li> </ul> <p>The Group is responsible for providing the Clinical Governance Committee with assurance that SIs occurring within the organisation are robustly investigated, lessons are learnt and that national standards are met.</p>
<b>2.</b>	<b>Duties/Core Delegated Responsibilities and Accountabilities</b>
	<ul style="list-style-type: none"> <li>• Evaluate SI reports submitted by lead investigating officers</li> <li>• Identify lessons learnt that could be subject to a lessons learnt bulletin or wider learning</li> <li>• Seeks assurance on the communication methodology to ensure that lessons are communicated appropriately</li> <li>• Ensure that reports deemed to be unsatisfactorily investigated are returned to the lead investigating officer to be re-submitted within an agreed timeframe</li> <li>• Undertake periodic themed reviews of Serious Incidents</li> <li>• Receive and consider any homicide reports pertaining to the Trust and agree the actions to be implemented as a result of recommendations</li> <li>• Receive a quarterly report on the progress of implementing actions relating to any Homicide report, inpatient suicide and/or Never Event</li> </ul>
<b>3.</b>	<b>Membership</b>
	<p>Medical Director  Deputy Medical Director (Chair)  Director of Nursing  Deputy Director of Nursing  Associate Director of Governance</p>

	<p>Legal Services  Lead Nurse for Professional Standards  Lead Nurse for Suicide Prevention  Psychologist representative  Head of Investigations</p>
<b>4.</b>	<b>Quoracy</b>
	<p>50% of membership must be present with either the Deputy Medical Director or Associate Director of Governance present.</p>
<b>5.</b>	<b>Meeting Arrangements</b>
	<ul style="list-style-type: none"> <li>• Members are required to attend 70% of meetings throughout the course of the year</li> <li>• The SIG is accountable to the Clinical Governance Committee to which an SI report update will be provided. The SIG Chair will escalate any concerns to the Clinical Governance Committee and risks will be entered onto the appropriate risk register</li> <li>• The agenda will be set by the Head of Investigations who will ensure administrative support is available to the meeting</li> </ul>
<b>7.</b>	<b>Reporting Arrangements</b>
	<p>The Group will report on a monthly basis into the Clinical Governance Committee</p>
<b>9.</b>	<b>Effectiveness of the Group/Committee Function</b>
	<p>The Committee/Group will carry out an annual effectiveness review using a standardised Trust template on an annual basis.</p>