

## EXPERT REVIEW OF RECORDS OF DECEASED PATIENTS OF DR WATT

### MINUTES OF STEERING GROUP MEETING

Held on Wednesday 3 February 2021 at 12.00 – Via Zoom Call

<b>Members:</b>	Professor Aneez Esmail	Review Clinical Advisor and Co-Chair
	Mrs Emer Hopkins	RQIA Interim Director of Improvement and Co-Chair
	Mrs Lynn Long	RQIA Interim Deputy Director of Improvement
	Mr David Galloway	Director of MS Society and Chair of NI Neurological Charities Alliance
	Mr Brian O'Hagan	IHRD Duty of Candour Work Stream and Chair of the Service User Group
	Ms Jacqui McGarvey	RQIA Board Member
	Professor Stuart Elborn	RQIA Board Member

<b>In Attendance:</b>	Dr Leanne Morgan	Clinical Lead
	Mrs Caroline Hannan	Consultant Solicitor
	Mr Malachy Finnegan	Communications Manager
	Mr David McCann	Asst. Director of Improvement
	Mrs Linda Rafferty	Interim Project Lead
	Mr Richard Gamble	Research Analyst (minute taker)

**Apologies:** None

#### 1.0 Welcome & Apologies

Mrs Hopkins welcomed members to the meeting and invited introductions and a brief overview of professional backgrounds. No apologies were noted.

The group were informed that as a former Medical Director of Belfast Trust, the Interim RQIA Chief Executive, Dr Tony Stephens, has declared a conflicted of interest and recused himself from all aspects of this Review, to include discussions in this regard at project, RQIA Board, Senior Management Team and Permanent Secretary Neurology Recall Advisory Group meetings.

#### 2.0 Declaration of Interests

Declaration of Interests to be included as a standing item on future agendas.

**Action:** Declaration of Interests form to be completed by all members.

#### 3.0 Update from PSNRAG Meeting

Mrs Hopkins provided the following update on the Permanent Secretary Neurology Recall Advisory Group meeting held on 15/01/21:

The Department of Health have agreed to RQIA's proposal to undertake a phased approach to the Review. The importance of sequencing the announcement of the

commencement of Phase 2 of the Review with the announcement of a potential third live patient recall cohort and the publication of the Review of Corporate and Clinical Governance in Independent (Private) Hospitals and Hospices was noted.

#### 4.0 Review Progress Update

Mrs Rafferty described the project structure, related work streams and progress to date as detailed in a prepared highlight report, to be circulated to members after the meeting.

**Action:** Highlight report to be circulated to members.

**Action:** Members to forward any comments they may have on the draft Involvement Framework and Frequently Asked Questions to Linda Rafferty.

Dr Morgan provided the following update:

- Engagement with the Royal College of Physicians (RCP) on the commissioning of an Expert Review continues to progress. RCP are working closely with the Association of British Neurologists in order to appoint a panel of expert reviewers, who will be external to Northern Ireland;
- Objectives for Phase 2 of the Review have been developed;
- Inclusion/exclusion criteria developed;
- Terms of Reference have been drafted for the Clinical Advisory Group;
- Meetings have taken place with the General Medical Council and the Coroner's office. A meeting with the Police Service of Northern Ireland is planned;
- A rapid assessment of information shared by families to date has been developed;
- Work is in progress to define an appropriate and sensitive approach to engaging with families to enable them to share their concerns or experiences, supported by a consultant clinical psychologist from RQIA Bank staff; This includes consideration of provision of, or signposting to, bereavement and/or psychological support for affected families;
- Work continues on the development of Terms of Reference for the Ethical Advisory Group and an Ethical Framework.

**Action:** Final versions of above Terms of Reference, Ethical Framework and rapid assessment of family information to be circulated to members.

Mrs Hannan provided the following update in respect of Legal matters:

- Legal framework document with Health & Social Care bodies agreed and in place;
- Contact established with Dr Watt's legal representatives in respect of access to any records for private sector clients;
- Review of confidentiality agreements concluded;
- To re-establish contact with independent sector;
- To review legal position and provide further consideration in respect of General Data Protection Regulations in respect of living persons and data sharing agreements;
- To formally correspond with Dr Watt legal representatives;
- To consider proposal from the Royal College of Physicians once received;

- To advise on Royal College of Physicians indemnity for practitioners;
- To explore solutions to enable access to death certificate information;
- To review RQIAs overall position to date for identification of any new risks.

Members reflected on the considerable amount of work achieved during Phase 1 of the Review and advised that this should be made clear in preparing the update for the website and announcing the commencement of Phase 2.

The group also discussed the need to ensure consistency of terminology across all documentation related to the Review and to ensure steps are taken to 'sense check' related communications in terms of appropriateness and sensitivity. A number of organisations that could possibly assist with sense checking were identified:

- Cruse;
- Muckamore Group Forum;
- Inquiry into Hyponatraemia Related Deaths Liaison Group;
- RQIA Lay Assessor Group

## 5.0 Communications Plan

Mr Finnegan provided an overview of the proposed Communications Plan and described how information regarding the Review will be presented on the RQIA website. He highlighted that the plan will be a 'live' document that may change in shape and direction as the Review progresses. He further advised that progress continues on the development of an Involvement Framework, roll out plan and associated materials such as a Frequently Asked Questions document, Information Leaflet etc.

Mr O'Hagan advised that the Patient Client Council may be able to utilise their database in order to assist with circulating information with regard to the Review's progress.

**Action:** Explore with Patient Client Council the possibility of helping to distribute information in relation to the Review.

**Action:** Members to forward any comments they may have on the draft Communications Plan to Mr Finnegan.

## 6.0 Key Risks

Mrs Hopkins advised of 2 risks:

- Indemnifying Royal College of Physicians practitioners – may require discussion with Department of Health as RQIA cannot provide indemnity;
- Ability to be able to identify, quantify and obtain the records of the deceased patients who were treated within the Independent Sector.

## 7.0 Budget

Mr McCann provided an update on the Review budget.

## 8.0 Steering Group Terms of Reference

Members considered the draft Terms of Reference and agreed the following amendments:

- Include linkages between the Review's Steering Group, Clinical and Ethical Advisory Groups;
- Include a line to allow for additional members with specific expertise to be co-opted onto the group as and when required;
- Review and amend objective 4 – Mr O'Hagan to provide a form of words developed by Inquiry into Hyponatraemia Related Deaths for consideration;

**Action:** Dr Morgan to discuss and agree with the Clinical Advisory Group an amended form of words for objective 4

**Action:** Steering Group Terms of Reference to be updated to reflect the above amendments and circulate to members for approval at next meeting.

## 9.0 AOB

None

## 10.0 Schedule of Meetings

The group agreed to meet again in one months' time, with subsequent meetings to be scheduled to take place monthly up until June 2021.

The group agreed it could also meet on an ad hoc basis if required.

## 11.0 Thank You and Close

Mrs Hopkins thanked everyone for attending and their contribution to the meeting.