

Email: foi@nottshc.nhs.uk
Direct Dial: 0115 9055311
FOI ref: 2448

Trust Headquarters
The Resource
Duncan Macmillan House
Porchester Road
Mapperley
Nottingham
NG3 6AA

Tel: 0115 9691300

6 November 2018

Ms. Anne Chaplin
Via email: request-525127-1f2c34f3@whatdotheyknow.com

Dear Ms. Chaplin,

Re: Decision Notice under Section 17 of the Freedom of Information Act 2000

Thank you for your recent request for information under the Freedom of Information Act.

Duty to confirm or deny

I can confirm that the information requested is held by the Trust.

Response to the information requested

1. Please can you share your serious incident reporting criteria and process

Please see Appendix 1(Policy 15.03) attached

2. Are all patients that are admitted to a caseload who die unexpectedly reported as a serious incident for the organisation?

All unexpected deaths are reported as an incident. If the threshold (as defined in the policy attached) for reporting as an SI is met, then it would be reported and investigated

3. If not – what criteria do you use?

We have developed a process (see policy attached) for identifying other deaths that are not SIs but there is the potential to learn from. This is a new process that is currently being implemented.

Exemption(s) which apply

- **None**

As part of our monitoring process to ensure that we continue to meet your requirements, we would be grateful if you could please take a few moments to complete the attached survey and return it by email to: foi@nottshc.nhs.uk

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If you are still unhappy following an internal review, you may make a complaint to the Information Commissioner at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

Becky Cassidy
Corporate Assurance Manager