Greater Manchester Major Trauma Network Governance Process

Cases reported via email

Will receive a reply within 2 working days advising correct reporting procedure with GM MTN Incident Reporting form as attachment and secure website information (nhs.net account)

Day 0-2

Case reported via appropriate channel

Acknowledge receipt, inform of case opening with assignment number within 2 working days. Request originating site IR1 identifyer and all patient identifying information via secure network

Day 0-2

Review and escalate

Review incident report and escalate issues to relevant parties within 2 working days via secure connection. Request local investigation of incident within standard 28 day reponse

Days 2-4

1st Request update

At 14 working days the GM MTN will make enquiries to the investigating site regarding progress and request an update

Days 16-18

2nd Request update

At 28 working days the GM MTN will contact the investigating site seeking a progress report and estimated date of completion

Days 30-32

Completion of investigation

Following 2nd request update (and within 2 working days) GM MTN will will inform the originator site of completion and GM MTN review of the case

Days 32-34

Local site extension request

The originating site will be informed of any investigation extension requests within 2 working days

Days 32-34

Investigation completed

Within 2 working days the incident will be reviewed and listed for discussion at the next NWAS Liaison review meeting. Written feedback will be provided to both the originator and local site of outcome

Days 36/64 within 5 months

Discussion

Case feedback presented at next GM Clincal Effectiveness Commitee (CEC) meeting and network Lead Nurses meeting

Within 8 months