

# Draft National Standards for the Conduct of Reviews of Patient Safety Incidents

## Consultation feedback form

**26 September 2016**

Your views are very important to us. We would like to hear what you think about the *Draft National Standards for the Conduct of Reviews of Patient Safety Incidents*. Your comments will be considered and will inform the development of the final National Standards.

The draft National Standards contains twenty standard statements under five themes. Each standard statement describes an area of good practice for the conduct of reviews of patient safety incidents. Each standard statement also has a number of examples of good practice, called features, listed underneath them. You can comment on any or all of them, or you may wish to make general comments. When commenting on a specific standard or feature, it would help us if you tell us the reference number of the standard (such as Standard 12) or feature (for instance, feature 12.3) that you are commenting on.

The draft National Standards cover the conduct of reviews of patient safety incidents including: review of the incident, implementation of recommendations of the review and sharing the learning from the review. The draft National Standards are designed to apply to acute hospitals under the remit of HIQA and mental health services under the remit of the MHC.

Please note the focus for this consultation is the content and structure of the draft standards.

**The closing date for consultation is Friday 4<sup>th</sup> November at 5pm.**

## Instructions for submitting feedback

- **If completing this form online, please scroll down and complete the full form.**
- **Include the reference number of the standard (such as Standard 2.3) or feature (such as Feature 2.3.1) that you are commenting on.**
- **If commenting on behalf of an organisation, please combine all feedback from your organisation into 1 submission.**
- **Do not paste other tables into the boxes already provided – type directly into the box as the box expands.**
- **Do not include medical information about yourself or another person from which you or the person could be identified.**
- **Spell out any abbreviations you use.**

Please note that HIQA and MHC are subject to the Freedom of Information (FOI) Acts and the statutory Code of Practice regarding FOI.

Following the consultation, we will publish a paper summarising the responses received. For that reason, it would be helpful if you could explain to us if you regard the information you have provided as confidential. If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances.

# 1. Sharing of information

These standards were jointly developed by HIQA and the MHC. Please note that any information you provide in this submission will be shared securely between HIQA and the MHC as these are a collaborative set of standards.

**Question 1:** Do you consent to your submission being shared between HIQA and the MHC?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/> if no, do not complete or submit this consultation feedback form

# 2. About you

(Any personal data collected as part of this consultation will be held securely and used only for the purpose of developing the draft standards and will be retained until the standards development process is complete. All personal data will be erased once the standards development process is complete.)

<b>2.1 Name</b>	
<b>2.2 Contact details</b> (We are requesting your contact details as we may need to contact you to seek clarification on specific aspects of your feedback. It is not mandatory to provide this information)	
<b>2.3 Date</b>	
<b>2.4 Are you commenting on behalf of your organisation or in a personal capacity?</b>	<b>Organisation</b> <input type="checkbox"/> <b>Personal</b> <input type="checkbox"/>
<b>2.5 Please include the name of the organisation if making this submission on its behalf</b>	
<b>2.6 If you work in an acute hospital or mental health service, please specify your role</b>	

### 3. General feedback questions

In this section, please provide your comments on the content of the draft standards.

The *Draft National Standards for the Conduct of Reviews of Patient Safety Incidents* are intended to provide a framework for best practice in the conduct of reviews of patient safety incidents. They are being published to allow the public to offer feedback on them.

Therefore, we would like to hear your views on the use of these draft standards as part of an overall strategy to improve the quality of the conduct of reviews of patient safety incidents in Ireland. We would like to find out what you think of the draft standards, for example:

- Do you think that all of the areas you consider important are covered?
- Are the standards and features clear and easy to understand?

#### 3.1 Layout

Please note that these are draft standards for consultation. The final document will contain different colours and images where suitable.

**Question 1:** a) Is the language used in the draft standards clear, easy to follow and easy to understand? **Yes**  **No**

b) Is the layout of the draft standards clear, easy to follow and easy to understand? **Yes**  **No**

*Additional comments if necessary*

### 3.2 Accessibility

It is intended that these draft standards will be frequently referenced by service providers and by members of the public.

**Question 2:** What do you think would be the most useful format for the draft standards? (please tick all that are applicable)

- Hard copy
- Electronic
- Audio
- Easy to read
- Other

*If other, please specify*

### 3.3 Services

Services are acute hospitals under the remit of HIQA and mental health services under the remit of the MHC. Service providers are any person, organization or part of an organization delivering these services.

**Question 3:** What impact will the draft standards have on acute hospitals and mental health services in Ireland when they are in place?

*Comment*

## 4. Specific feedback questions

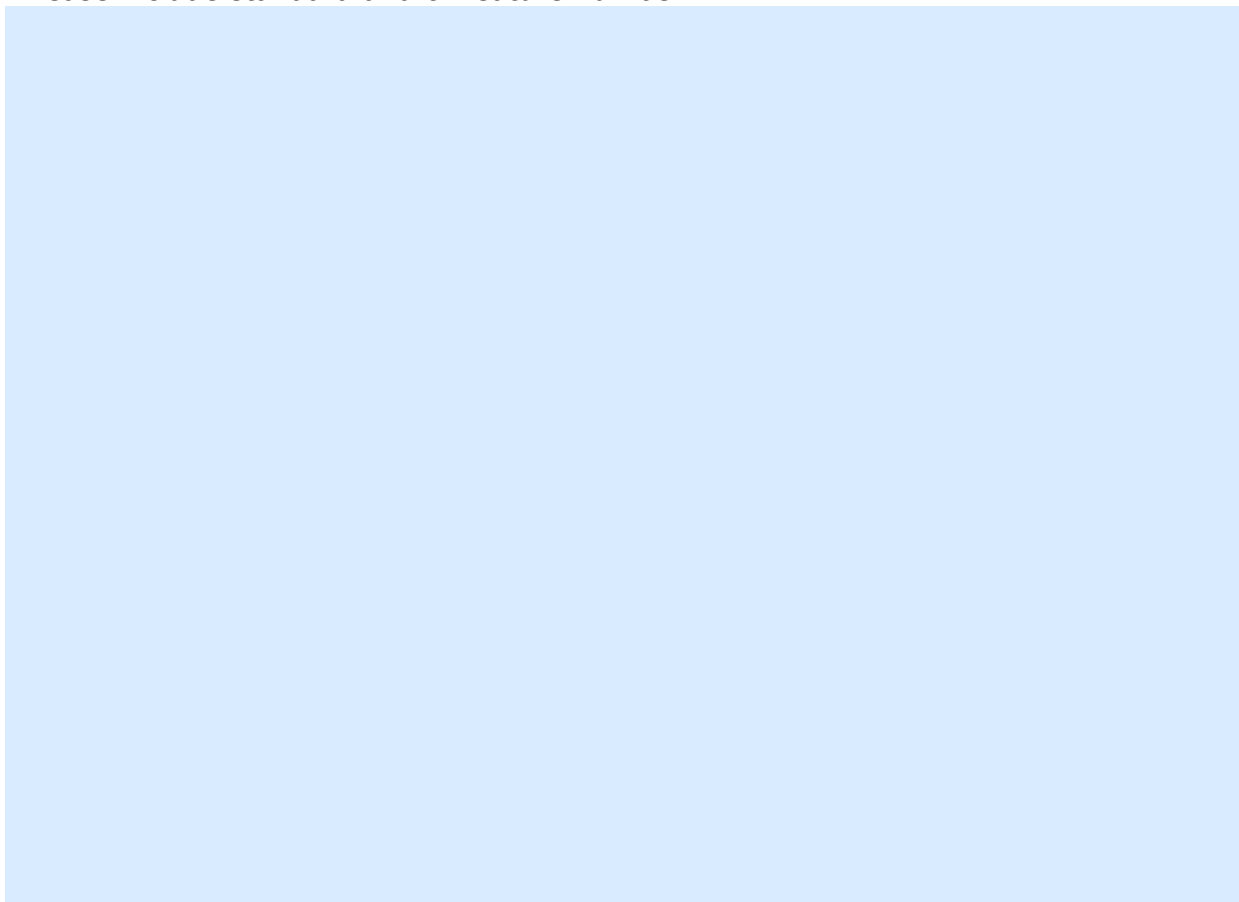
In this section, please provide your comments on specific draft standards and or features. Please consider the following questions as part of your review:

- Have all important areas been covered within each standard or are there any areas that should be included or excluded?
- Do the features listed provide sufficient guidance to service providers to meet the standard?

In the case of each of your comments, please provide the reference number of the Standard (such as Standard 12) or feature (for instance, Feature 12.3) that you are commenting on.

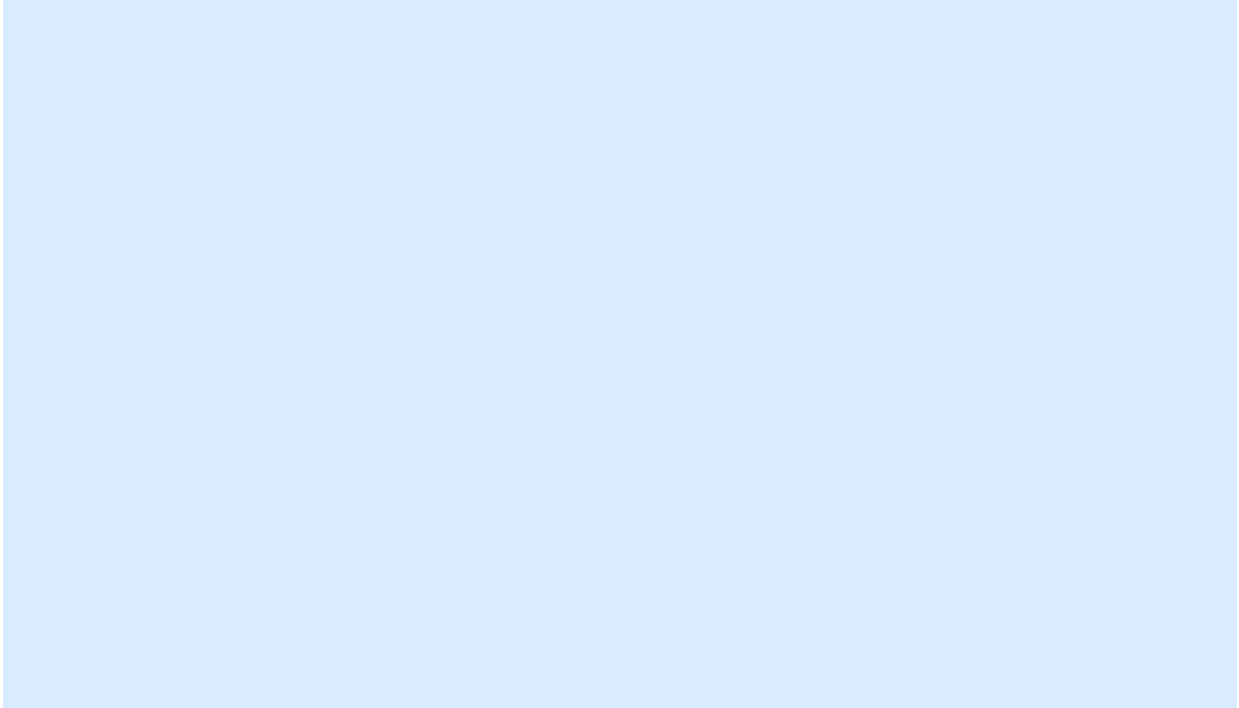
### 4 (a) Theme 1: Governance and Accountability

*Please include standard and or feature number*



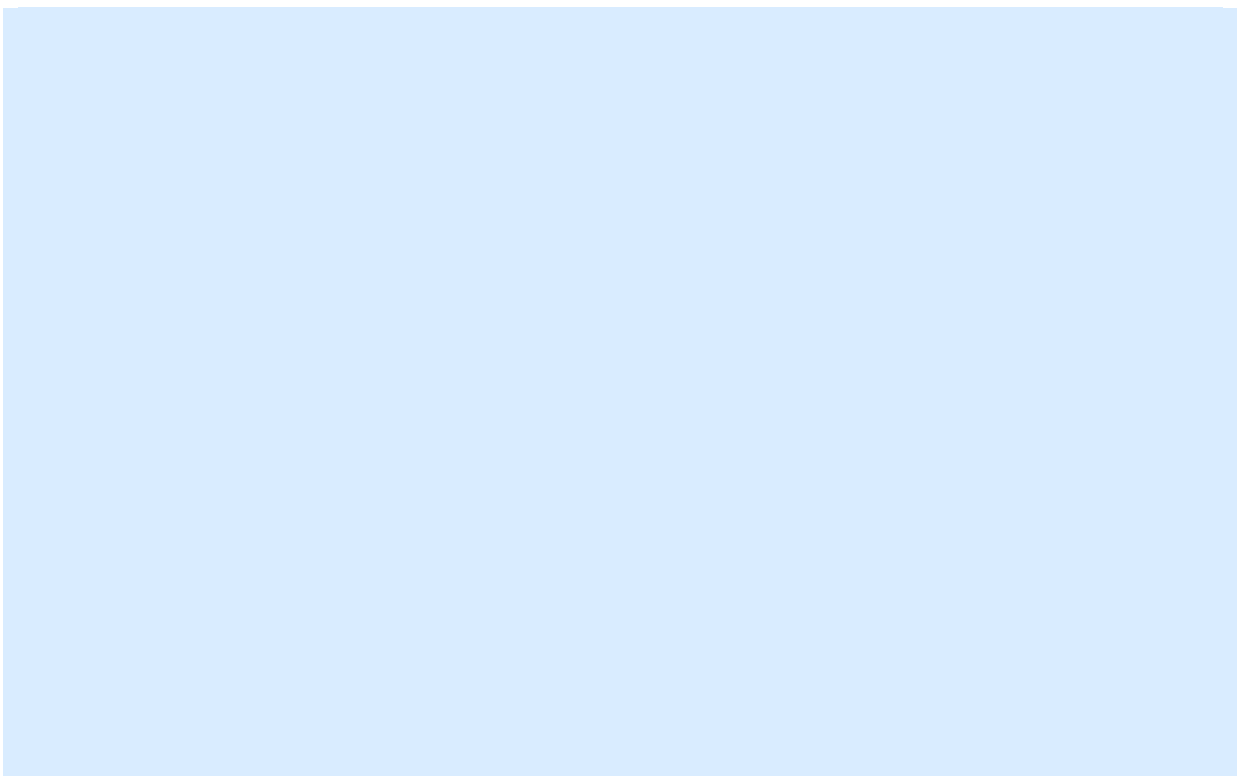
#### **4 (b) Theme 2: Person-Centred Approach to the Review of Patient Safety Incidents**

*Please include standard and or feature number*



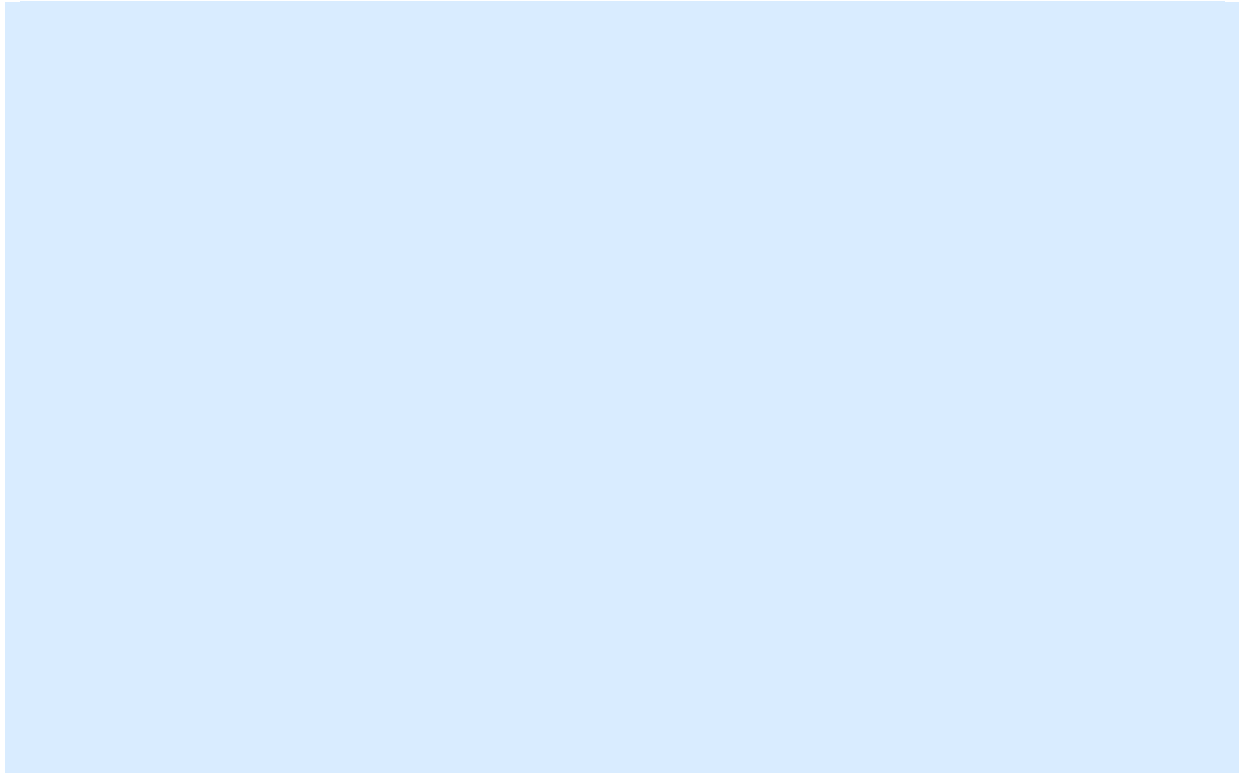
#### **4 (c) Theme 3: Workforce**

*Please include standard and or feature number*



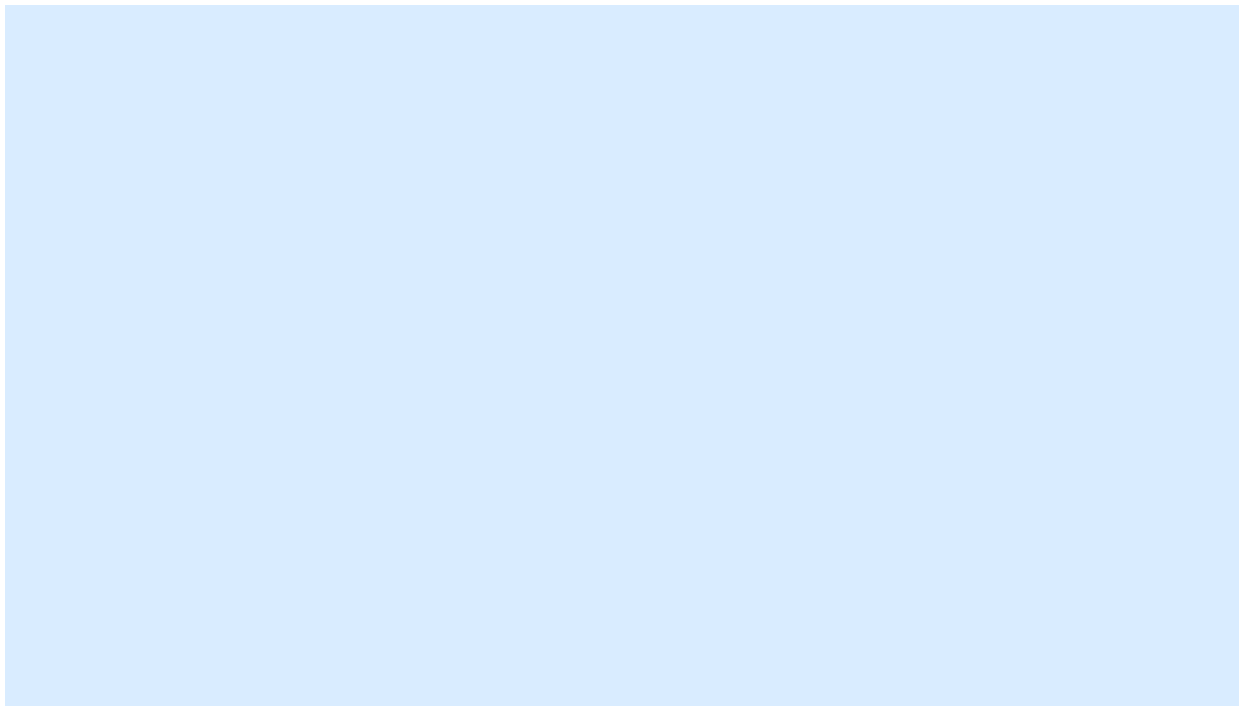
#### **4 (d) Theme 4: Reviews of Patient Safety Incidents**

*Please include standard and or feature number*



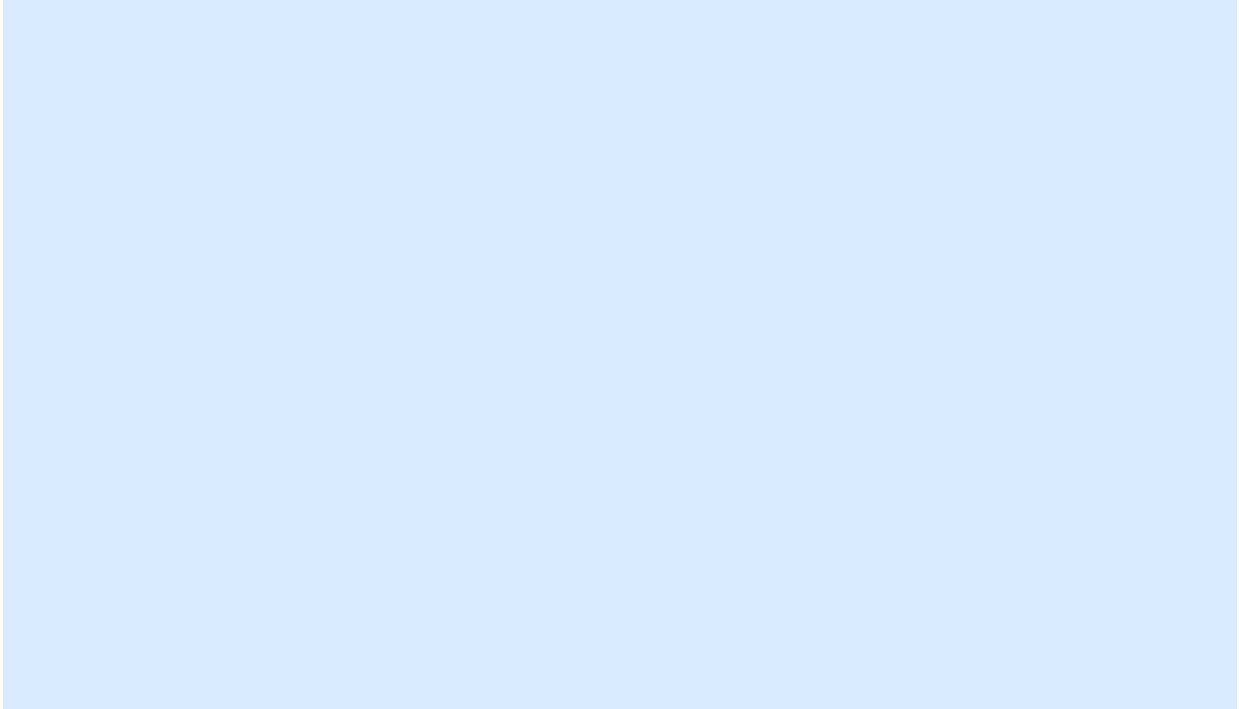
#### **4 (e) Theme 5: Sharing the Learning for Improvement**

*Please include standard and or feature number*








**4 (f) Other: Are there any other general comments on the draft standards that you would like to make? Please feel free to use additional space or continue on a separate page.**



**Thank you for taking the time to give us your views on the *Draft National Standards for the Conduct of Reviews of Patient Safety Incidents.***

Please return your form to us either by email or post.

	<p>You can download a feedback form at:  <a href="http://www.higa.ie">www.higa.ie</a> <b>or</b> <a href="http://www.mhcirl.ie">www.mhcirl.ie</a>          and email the completed form to either:  <a href="mailto:standards@higa.ie">standards@higa.ie</a> <b>or</b> <a href="mailto:standards@mhcirl.ie">standards@mhcirl.ie</a></p>			
	<p>You can print off a feedback form and post the completed form to either:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;">                 Health Information and Quality Authority                  Draft National Standards for the Conduct of Reviews of Patient Safety Incidents Consultation                  George’s Court                  George’s Lane                  Smithfield                  Dublin 7                  D07 E98Y             </td> <td style="width: 10%; text-align: center; vertical-align: top;"><b>or</b></td> <td style="width: 40%; vertical-align: top;">                 Mental Health Commission                  Draft National Standards for the Conduct of Reviews of Patient Safety Incidents Consultation                  St Martin’s House                  Waterloo Road Dublin 4                  D04 E5W7             </td> </tr> </table>	Health Information and Quality Authority Draft National Standards for the Conduct of Reviews of Patient Safety Incidents Consultation George’s Court George’s Lane Smithfield Dublin 7 D07 E98Y	<b>or</b>	Mental Health Commission Draft National Standards for the Conduct of Reviews of Patient Safety Incidents Consultation St Martin’s House Waterloo Road Dublin 4 D04 E5W7
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	<p>If you have any questions on this document, you can contact the team by phoning 01 814 7400</p>			

**Please ensure you return your form to us either by email or post by 5pm on Friday 4<sup>th</sup> November 2016. Unfortunately, it will not be possible to accept late submissions.**