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**Joint Safety Incident Management Meeting agenda**

**(Standard All Wales template)**

Date & time:

Venue:

Chair:

Organisations represented:

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|  | Welcome & introductions |
|  | Incidents requiring joint discussion |
|  | *For each incident under discussion:*  Does this incident require a joint investigation? If **yes**:   * Clarify the incident to be investigated, as well as the outcome (as far as can be known) * Consideration of the level of harm arising from the incident (using the current knowledge available) * Agree scope and TOR of joint investigation * Agree investigation methodology to be used and expected timescales for completion (30, 60, 90 or 120 days) * Identify all organisations involved in the joint investigation and their roles and responsibilities * Agreement of who will be lead organisation, with responsibility for acting as the Single Point of Contact for the patient/family * Decision on any national / external reporting requirements including NRI * Plan to support staff involved in the incident * Governance and sign off arrangements for the final investigation report * Plan for coordination with other concerns processes e.g. complaints, inquest etc. * Safeguarding considerations * Media and communications considerations |
|  | AOB & close |