On LHD letterhead

DATE

Insert team member name Insert facility

Insert address Insert address

Dear (Insert Name)

I am writing to you to advise that in accordance with the NSW Health Incident Management Policy, you have been appointed to a corporate Harm Score 1 review team (“review team”) to undertake a corporate Harm Score 1 review regarding (insert the incident management system number), as set out in the attached appointment document.

You have been selected as a member of this team because your expertise and experience is essential to the review of this incident. Thank you for your participation in this review and for supporting improved safety in healthcare.

# Restrictions on disclosure of information

You are required to maintain confidentiality in relation to your work as a member of this team. The work of the review team is not, however, subject to privilege.

# Concerns or complaints about an individual

The review team does not have any authority to review concerns or complaints about an individual. Where the review team considers the incident may involve professional misconduct, unsatisfactory professional conduct, possible impairment issues, unsatisfactory professional performance or negligence, the review team must escalate concerns and then take no further action on the individual matter. The Chief Executive may determine the review is to be discontinued. The organisation is to undertake any mandatory reporting requirements.

# Requirements of the corporate Harm Score 1 review report

The review team is to prepare a report that is due to the NSW Ministry of Health within 60 days of incident notification. A NSW Health corporate Harm Score 1 review report template is to be used and report content is to be in accordance with section 7.2.4 of the NSW Health Incident Management Policy.

Yours sincerely

Signature Name

Designation

Corporate Harm Score 1 Review Team Letter Version 1.0 - November 2020