

Royal College of Surgeons – Invited Review Mechanism
Information requested by the review team prior to the visit (if available)

1. Organisational structure and details of the service
 1. Details of the Trust organisational structure and how the service fits into this
 2. Details of the (clinical and non-clinical) staff dedicated to the service and organisational structure e.g. titles and numbers
 3. Job descriptions and job plans for surgeons within the service
 4. Details of the arrangements for the relevant surgical rota and surgical cover rota
 5. Current CVs for surgeons in the service
 6. Appraisal documentation and any CPD information for surgeons in the service.
 7. Relevant protocols and pathways
 8. Details of the arrangements for any clinics that support the service

2. Details of concerns raised with the Trust about the service
 1. Chronology of concerns and actions taken by the Trust
 2. Reports of other reviews and visits undertaken about the service, along with details of any actions taken and progress against these
 3. Copies of any:
 - a. complaints about the service
 - b. complaints about consultant surgeons within the service
 - c. SUIs (including near misses and never events)
 - d. incident reports about the service along with the responses and details of any actions taken

3. Activity and outcome data
 1. Activity data for the service for the last two years including:
 - a. a breakdown of elective and emergency activity
 - b. inpatient activity
 2. Activity data for the surgeons within the service for the last two years
 3. Outcome data for the service and the consultants within the service for the last two years relevant to addressing the Terms of Reference including:
 - a. Mortality rates
 - b. complication rates including:
 - i. site of surgery
 - ii. readmission rates
 - iii. returns to theatre
 - iv. length of stay with full details of the elective/emergency case split
 - c. any other indicators relevant to addressing the Terms of Reference
 - d. Hospital Standardised Mortality Ratio (HSMR) data for the service
 4. Any breach of target data for patients of the service
 5. Any databases submitted to and information available from this, to include the data submitted.
 6. Sample theatre registers

4. MDT/Audit and Morbidity and Mortality (M&M) data

1. Arrangements in place for:
 - a. MDTs
 - b. M&M meetings
 - c. Clinical audits and meetings
2. Attendance records for MDT meetings, audit and M&M meetings
3. Sample of minutes from:
 - a. MDT meetings
 - b. Audit meetings
 - c. M&M meetings
4. Details of all recent audits undertaken for the service
5. Minutes of directorate meetings in which the service has been discussed