

PRIVATE AND CONFIDENTIAL



THE ROYAL COLLEGE OF SURGEONS OF ENGLAND

INVITED REVIEW MECHANISM

A Service Review on behalf of:

The Royal College of Surgeons of England
35 – 43 Lincoln's Inn Fields, London WC2A 3PE

Please enter here the name of the Association
35 – 43 Lincoln's Inn Fields, London WC2A 3PE

Report on the [specialty] surgical service

[Name of NHS Trust/Health Board]

[Date of review visit]

REVIEWERS:

[Name of lead reviewer] FRCS,
The Royal College of Surgeons of England

[Name of clinical reviewer] FRCS,
[Name of Association]

[Name of lay reviewer]

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1. Background to the review

Please note that the description in this section of the report, of the circumstances leading to this review being requested, is based on information that was provided to the Royal College of Surgeons (RCS) by the Trust when they completed the RCS' service review request pro-forma. It does not represent the view of the RCS or its reviewers on these circumstances.

- 1.1 On [Date of initial request], [Name], [Title] at [NHS Trust/Health Board] wrote to the Chair of the Invited Review Mechanism (IRM) to request an invited service review of the Trust's [specialty] surgical service, in particular to review [see proforma for details]. This request was considered by the Chair of the RCS IRM and a representative of [Name of Association], where it was agreed that an invited service review would take place. A review team was appointed and an invited review visit was held on [Date of review visit].

2. Terms of reference for the review

The following terms of reference for this review were agreed prior to the RCS review visit between the RCS and the Trust commissioning the review.

- To consider concerns about the [name of the service] with specific reference to:
 - [list the concerns].
- These concerns were raised [insert how concerns were raised e.g. by names/groups of individuals/following a series of clinical incidents/external review by...].
- To review the way in which the [name of the service] is currently delivered.
- The reviewers will then make recommendations for the consideration of the Chief Executive and Medical Director of the Hospital as to:
 - whether there is a basis for concern about the [name of service] in light of the findings of the review;
 - possible courses of action which may be taken to address any specific areas of concern which have been identified.

3. Details of surgical team being reviewed

3.1 Insert text here

4. Royal College review team

Lead reviewer [Name of lead reviewer] FRCS, The Royal College of Surgeons of England

Insert biography here

Clinical reviewer [Name of clinical reviewer] FRCS, [Name of Association]

Insert biography here

Lay reviewer [Name of lay reviewer]

Insert biography here

5. Interviews held

6. Documents reviewed as part of the Invited Review visit

The review team asks that the Trust keeps a copy of all the documentation listed below for their records and in order to be in a position to make it available on request to those reading a copy of this report. Once the report has been provided to the Trust the RCS will not keep a “master copy” of this information – it is for the Trust to do this should this be required for reference purposes.

- Enter text here.

7. Information reviewed that supports the conclusions reached

The following information represents a summary of the information gathered by the reviewers during the interviews held during the service review visit and from the documentation submitted. It is organised under the headings of the themes that emerged. The information presented will sometimes reflect the viewpoints of those individual staff members being interviewed; it will not necessarily always reflect the views of the RCS or its reviewers on these circumstances.

Terms of reference point 1

7.1.1 Insert text here.

Terms of reference point 2

7.2.1 Insert text here.

Terms of reference point 3

7.3.1 Insert text here.

Terms of reference point 4

7.4.1 Insert text here.

Terms of reference point 5

7.5.1 Insert text here.

Other

7.6.1 Insert text here.

8. Conclusions

The following conclusions are reached on the basis of the documentation reviewed (as set out in section 6 above) and the interviews held with staff at [Name of Trust/Health Board] (as described in section 5 above).

Heading 1

8.1.1 Insert text here.

Heading 2

8.2.1 Insert text here.

Heading 3

8.3.1 Insert text here.

Heading 4

8.4.1 Insert text here.

Heading 5

8.5.1 Insert text here.

9. Recommendations

The following recommendations are for [Name of Trust/Health Board] to consider.

Immediate patient safety risks identified to the Trust for action

Insert text here.

Recommendations to address potential patient safety risks

1. Insert text here.

Recommendations for service improvement

2. Insert text here.

Recommendations for individual performance improvement

3. Insert text here.

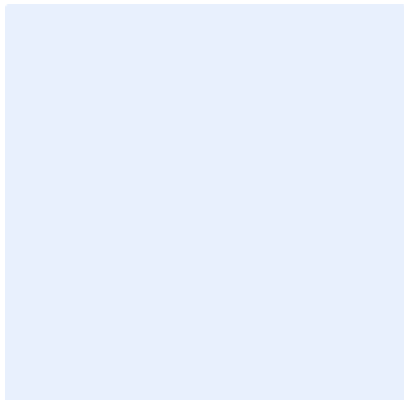
Responsibilities of the Trust in relation to these recommendations

This report has been prepared by The Royal College of Surgeons of England and [Name of Association] under the IRM for submission to [Trust/Health Board]. It is an advisory document and it is for the Trust concerned to consider any conclusions and recommendations reached and to determine subsequent action. It is also the responsibility of the Trust to review the content of this report and in the light of these contents take any action to protect patient safety that is considers appropriate.

Further contact from the Royal College of Surgeons

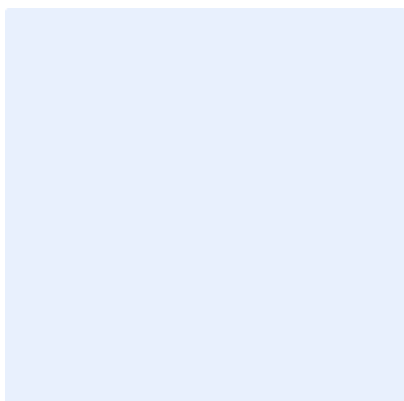
Where recommendations are made that relate to patient safety issues, the Royal College of Surgeons will follow up this report with the Trust to ask them to confirm that the Trust has addressed these recommendations. The College's Lead Reviewer may be available to support this process.

10. Signature of Reviewers



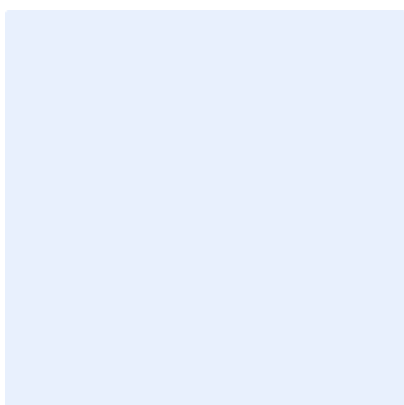
[Name of lead reviewer] FRCS

DATE: [Click here to enter a date.](#)



[Name of clinical reviewer]FRCS

DATE: [Click here to enter a date.](#)



[Name of lay reviewer]

DATE: [Click here to enter a date.](#)

11. Appendices to the report

11.1 Clinical record review

Record One – Description

Reviewers' comments

Record Two – Description

Reviewers' comments

Record Three – Description

Reviewers' comments

Record Four – Description

Reviewers' comments

Record Five – Description

Reviewers' comments

Record Six – Description

Reviewers' comments

Record Seven – Description

Reviewers' comments

Record Eight – Description

Reviewers' comments

Record Nine – Description

Reviewers' comments

Record Ten – Description

Reviewers' comments

Record Eleven – Description

Reviewers' comments

Record Twelve – Description

Reviewers' comments

Record Thirteen – Description

Reviewers' comments

Record Fourteen – Description

Reviewers' comments

Record Fifteen – Description

Reviewers' comments

Record Sixteen – Description

Reviewers' comments

Record Seventeen – Description

Reviewers' comments

Record Eighteen – Description

Reviewers' comments

Record Nineteen – Description

Reviewers' comments

Record Twenty – Description

Reviewers' comments