



Essex Partnership University

NHS Foundation Trust

PFD Process

1

PFD received

The PFD is shared via the Coroner's Office with the Chief Executive Office or the Inquest Team via email.

2

PFD circulated

The PFD is circulated, via email, to:

- Chief Executive and Executives
- Directors and Managers of services where the PFD outcome is aligned to

3

PFD shared

Details of the PFD are shared:

- Weekly ET report
- Executive Nurse SMT
- Learning Collaborative Partnership Group (LCP)
- Quality and Safety meetings
- ICB meetings

4

PFD response

The Interim Inquest Manager oversees the response of the PFD.

PFD response process

- 1 Interim Inquest Manager emails the details of the PFD to Managers and Subject Matter Experts who would be responsible for contributing to the PFD response letter. Suggestions of contributors are also requested at this stage.
- 2 Interim Inquest Manager arranges a 'working group' meeting with Managers and Subject Matter Experts identified as key contributors to the response letter. The meeting is chaired by the Interim Inquest Manager and covers the following:
 - Overview of the PFD response and review process
 - Discussion of the concerns raised in the PFD report
 - Agreement of how the PFD concerns are to be responded to
 - Agreement of dates the content is required to be returned to the Interim Inquest Manager
- 3 Interim Inquest Manager receives all content for the PFD response letter from Managers and Subject Matter Experts. This is drafted and shared with the working group for comments.
- 4 The following sign off process commences:
 1. Final draft approved by Director
 2. Final draft shared with legal representative for comments. Amendments made with the working group where required
 3. Final draft shared with Executive Nurse for review and approval
 4. Final draft shared with Chief Executive for review and approval.A signed copy of the letter is returned to the Coroner's Office by the Inquest Team.

1

The PFD response letter and learning is shared:

- Weekly ET report
- Executive Nurse SMT
- Learning Collaborative Partnership Group (LCP)
- Quality and Safety meetings
- ICB meetings

2

The Inquest Team use the PFD concerns, response letter and learning to assist with the preparation for future inquests where similar findings are established.

3

3 – 6 months after the PFD response letter was formally shared with the Coroner, quality review / second line assurance testing is commissioned to ensure the actions and learning remain embedded in practice. The commissioning arrangements for this is determined in the Patient Safety Incident Executive Assurance Group (EAG) meeting.