

THE MORECAMBE BAY INVESTIGATION

Chaired by Dr Bill Kirkup CBE

Professor Vikram Jha
Head of Undergraduate School
School of Medicine
MBChB Office
Cedar House
Ashton Street
Liverpool
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East Cliff
Preston
Lancashire
PR1 3EA

23 April 2014

Dear Professor Jha,

DOCUMENTS AND EVIDENCE REQUIRED BY THE MORECAMBE BAY INVESTIGATION

You may be aware the Secretary of State for Health announced the terms of reference of the University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) Maternity and Neonatal Services Investigation (the Morecambe Bay Investigation) on 12 September 2013. I have enclosed a copy of the terms of reference with this letter for your information.

Dr Bill Kirkup CBE was appointed as Chairman of the independent Investigation and is seeking the co-operation of you and your organisation.

The Investigation is collecting evidence in respect of its terms of reference and the Investigation's Panel of expert advisors are reviewing evidence received from a number of interested organisations. As a result of their work further requests for material are emerging and these include information that you can, hopefully, supply.

The Investigation believes that the University of Liverpool School of Medicine is the body responsible for overseeing the training and clinical placement of junior doctors throughout the Morecambe Bay and South Cumbria. I trust you will confirm that this is correct?

Telephone: 01772 536376

Email: correspondence@mbinvestigation.org

Independent investigation into the management, delivery and outcomes of care provided by the Maternity and Neonatal services of University Hospitals of Morecambe Bay Trust from January 2004 – June 2013

If so the Investigation is seeking to obtain the material set out in the attached Annex. Further requests may be made at a later date.

The Investigation's Documents and Evidence Manager (DEM), Paul Roberts, or the Assistant Documents and Evidence Manager (ADEM) [REDACTED] will be your principle points of contact in relation to evidence management.

The Investigation would prefer to receive evidence electronically in one of the following formats:

- Searchable PDF
- Word
- Excel

Should this not be possible, please contact Paul or [REDACTED] to discuss alternative ways in which the evidence can be made available to the Investigation.

Management of evidence by the Investigation

The Investigation recognises that the University of Liverpool School of Medicine will be concerned to know how material it is being asked to provide to the Investigation will be managed. It will therefore be helpful for you to know that material sought by and supplied to the Morecambe Bay Investigation from interested organisations and the families of those involved will be viewed and accessed by Investigation staff and the Investigation Panel only.

All Investigation staff, including the Panel, will view the material via a secure internet based database to which access will be controlled by the Investigation's Documents and Evidence Management Team and all Investigation personnel, including Panel members, are required to sign and adhere to the terms of a confidentiality undertaking.

Material and/or documents supplied to the Investigation will be collected from, or derived from, official files that are the property of interested organisations and/or individuals and will be considered by the Investigation as "working papers".

Working papers will be either returned to the relevant interested organisation/family at the end of the Investigation or destroyed by the Investigation and a record of all document destruction will be retained.

The Investigation has applied to the Information Commissioner for Data Protection Act Registration and fully understands its responsibilities holding evidence supplied by interested organisations.

Material and/or documents supplied to and considered by the Investigation will not be provided or shown to any interviewee in advance of their attendance, by the Investigation. Interviewee's will be advised in advance of their attendance what specific topics or areas the Panel wish to ask them about and which of the Investigations specific term(s) of reference they are being invited to provide evidence in respect of.

Should any interviewee wish to be reacquainted with any material and/or document(s) prior to attending the Investigation for an interview or to give evidence, they will be advised by the Investigation to liaise with their employer, or former employer, to make any necessary arrangements for them to undertake any such preparation.

I trust that being made aware at this early stage of the protocol the Investigation has adopted regarding document management will assist the University of Liverpool School of Medicine in providing material as swiftly as possible.

The evidence required for the Investigation from the University of Liverpool School of Medicine is set out at Annex A, and should be submitted to the Investigation **within 21 working days** of the date of this letter.

I anticipate that your organisation may hold evidence covering some of the period of time the Investigation is looking at. However, should that not be the case, I would be grateful if you could advise the Investigation where that evidence might be obtained.

Once the evidence has been examined, the Chairman will decide whether oral evidence is required. Whilst it is not possible to determine at this stage whether the Investigation will require to interview you, or any of your staff, it may be helpful, even at this early stage, if you would advise your staff accordingly, and if you would also make contact with any staff member who has retired or left your organisation to ensure, if necessary, the Investigation has up to date contact details for those who may be asked to give oral evidence.

If you have any further queries regarding the evidence being requested or would like an informal discussion, please contact:

Paul Roberts: T: 01772 536401 E: paul.roberts@mbinvestigation.org
[REDACTED] T: 01772 536390 E: [REDACTED]@mbinvestigation.org

Should this letter be forwarded to or addressed to another officer at the University, will you kindly pass on this request and advise me of the name of the colleague who is now dealing with it.

Yours sincerely,

OONAGH McINTOSH
SECRETARY TO THE INVESTIGATION

Enc: MBI terms of reference

Annex A

1. The evidence required by the Investigation covers the period from 1 January 2004 to 30 June 2013, and should include any information that was known and is pertinent to the Investigation by the University of Liverpool School of Medicine.
2. All feedback the Medical School received/collected from medical staff (registered with the University of Liverpool School of Medicine) who had placements in obstetrics and gynaecology at UHMBT during the period covered by the Investigation.
3. All correspondence between the University of Liverpool School of Medicine and the UHMBT with regard to complaints about their junior medical staff on placement in obstetrics and gynaecology during the period covered by the Investigation.
4. All correspondence between the University of Liverpool School of Medicine and the UHMBT with regard to complaints about their junior medical staff on placement in other Departments of the Trust during the period covered by the Investigation.
5. All information on any measures taken by the University of Liverpool School of Medicine in response to any complaint against medical staff on placement at the UHMBT during the period covered by the Investigation.
6. Any other material that University of Liverpool School of Medicine considers would assist the Investigation in addressing its terms of reference in full.

From: [REDACTED]
Sent: 13 May 2014 10:47
To: Roberts, Paul
Subject: FW: The Morecambe Bay Investigation

Importance: High

FYI

From: Jha, Vikram [REDACTED]
Sent: 13 May 2014 10:38
To: Correspondence MB
Cc: [REDACTED]
Subject: Re: The Morecambe Bay Investigation
Importance: High

Dear Oonagh

I have had an opportunity to look at all the relevant files at the school of Medicine and speak to the senior academic and professional services staff who worked for the School during the period. I have no evidence to suggest that the student experience was in any way compromised as a result of problems within the Morecambe Bay Trust.

Regards Vikram

Vikram Jha
Professor of Medical Education and Head of Undergraduate School of Medicine
University of Liverpool

From: Correspondence MB <correspondence@mbinvestigation.org>
Date: Tuesday, 29 April 2014 10:38
To: VIKRAM JHA [REDACTED]
Cc: [REDACTED]
Subject: The Morecambe Bay Investigation

Dear Professor Jha,

Further to my letter of 23 April 2014 please find attached the Investigation's Terms of Reference which were omitted in error.

In addition, to help clarify the evidence requested by the Investigation in Annex A, when the Investigation is referring to medical staff we intended this to mean medical students.

The Investigation apologises for any confusion this may have caused.

Kind Regards

Oonagh McIntosh
Secretary to the Investigation

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