



Invited Reviews Team
RCPCH
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IN CONFIDENCE

Dr Nic Wilson

Personal Data

By e-mail

7th October 2016

Dear Nic

Re: Invited Review of Countess of Chester Hospital neonatal unit

Thank you for agreeing to provide QA support for the above review under the RCPCH Invited reviews programme. This letter sets out the contractual arrangements and details of the review..

Visit date: 1-2 September 2016

Lead Reviewer : Dr David Milligan

Other reviewers: Dr Graham Stewart, Ms Alex Mancini

QA Reviewer(s): Dr Jon Dorling, Dr Nic Wilson

Process

The review has followed the arrangements set out in the guide to invited reviews (see website). It is confidential between the client and those individuals representing RCPCH involved in the conduct of the review. Any outside enquiries relating to the work, including whether the College is involved must be directed in the first instance to the invited reviews team to prevent any misunderstandings or loss of trust in the process.

During the course of the review all involved must comply with the Data Protection Act. All information coming into your possession must be treated as confidential.

Confidential documents such as the review report and your tracked changes to it should be sent to the Review team via our confidential `cloud` called `Huddle`. Access to the site and guidance on its use will be provided. Sending reports by email risks breaching confidentiality arrangements and is discouraged.

Your role

As Quality Assurance reviewer you have been invited to provide expertise in relation to the final sign off of the review report. You are not expected to have visited the site or conducted interviews and the role is as an objective external "critical friend" both to the reviewers and to the RCPCH review team.