## C:\Users\samantha.hughes\AppData\Local\Temp\Temp1_1zipped-logos.zip\HSE Logo\1. HSE Logo Green Default\HSE Logo Green JPG.jpg Look-back Review Guideline Process Checklist

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| **Look-back Review Guideline Process Checklist****The purpose of the checklist is to act as an aide memoir to managers and staff to assist them to ensure compliance with the HSE Guideline for Conducting a Look-back Review.****The checklist must always be used in conjunction with the HSE Guideline for Conducting a Look-back Review. References to the relevant sections of the Guideline have been included in the checklist.** | **Please refer to the relevant Guideline Section(s) for guidance on each stage of the process.** | **Tick as appropriate** |
| **Stage 1: SIMT and Preliminary Assessment Form** | **Section** | **Yes** | **No** | **N/A** |
| Senior Accountable Officer (SAO) was notified that a Look-back Review Process may be required  | **7.2** |  |  |  |
| SAO notified the Serious Incident Management Team (SIMT) of the indication for a Look-back Review within 24 hours | **7.2** |  |  |  |
| SIMT convened by SAO within 5 working days of the indication that a Look-back Review is required | **7.2** |  |  |  |
| The Preliminary Assessment Form was completed in advance of the SIMT meeting and included any available information, including preliminary audit data if necessary in order to inform decision making by the SIMT | **7.2** |  |  |  |
| The Preliminary Assessment Form and any supporting information was discussed and considered at the SIMT meeting and a decision is made by the SIMT to undertake a Look-back Review | **7.2** |  |  |  |
| The SAO commissions a Look-back Review and a Terms of reference is agreed by the SIMT | **7.2** |  |  |  |
| **Additional information:** |
| **Stage 2: Look-back Review Risk Assessment**  | **Section** | **Yes** | **No** | **N/A** |
| SIMT commission relevant experts to carry out Look-back Review Risk Assessment | **7.3** |  |  |  |
| Look-back Review Risk Assessment was carried out by experts to identify if the Audit and Recall stage of the Look-back Review is required | **7.3** |  |  |  |
| Using the information obtained from the Preliminary Risk Assessment, the SIMT made a decision to progress to the Audit and Recall stages of the Look-back Review  | **7.3** |  |  |  |
| The SIMT informed the relevant National Director of the decision to progress with the Audit and Recall Stages of the Look-back Review  | **7.3** |  |  |  |
| **Additional information:** |
| **Stage 3: Audit Stage** | **Section** | **Yes** | **No** | **N/A** |
| The SIMT agreed the Scope and the Terms of Reference of the Audit and Recall stages of the Look-back Review  | **7.4** |  |  |  |
| The SIMT developed a Look-back Review Work Plan to inform the Audit and Recall Stages of the Look-back Review  | **7.4** |  |  |  |
| A data collation tool was established collate and track the information gathered by the Look-back Review | **7.4** |  |  |  |
| The Audit was undertaken by Service Providers or experts commissioned by the Service Providers | **7.4** |  |  |  |
| The Audit identified persons affected to be included in the Recall stage  | **7.4** |  |  |  |
| The Communication Plan was agreed and rolled out by the SIMT | **7.4** |  |  |  |
| The Information Line was established by the SIMT | **7.4** |  |  |  |
| The SIMT established Recall Team(s) | **7.4** |  |  |  |
| **Additional Information:** |
| **Stage 4: Recall Stage and Look Back Review Report** | **Section** | **Yes** | **No** | **N/A** |
| The Recall stage was announced by the relevant National Director  | **7.5** |  |  |  |
| The Recall stage was announced after persons affected had been informed of their inclusion in the Recall stage of the Look-back Review  | **7.5** |  |  |  |
| The Recall Team(s) implemented the Recall stage as per the Look-back Review Work Plan | **7.5** |  |  |  |
| The Recall Team identified actions to be taken to address any deviations from required standards of care  | **7.5** |  |  |  |
| The Recall Team implemented actions and/ or communicated required actions to the SIMT  | **7.5** |  |  |  |
| The SIMT developed an anonymised report of the Look-back Review | **7.6** |  |  |  |
| The Chair of the SIMT submitted the anonymised report and Recommendations of the Look-back Review through the appropriate governance pathway to the National Director and the HSE as per the Look-back Review Action Plan | **7.6** |  |  |  |
| **Additional Information:** |

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| **Completed by:**  |  |
| **Date:**  |  |