DATE

Insert name

Insert facility

Insert address

Insert address

Dear (Insert Name)

Following the reporting of corporate incident [insert incident management system number] in the ims+ Incident Management System and in accordance the NSW Health Incident Management Policy, the [insert] Local Health District Chief Executive has appointed a corporate Harm Score 1 review team (“review team”).

The review team will review systems and processes surrounding the incident to determine underlying factors and to make recommendations regarding [*insert a brief description of the incident*]. Because of your knowledge of this incident, a member of the review team will arrange a suitable time to discuss the incident from your perspective. You may have a support person with you during the interview if you wish.

The review team has specific responsibilities outlined in the NSW Health Incident Management Policy and other relevant Policies including:

# Maintaining confidentiality

They are required to maintain confidentiality in relation to their work as a review team member.

# Individual clinicians

The review team does not have any authority to review concerns or complaints about an individual clinician. The review team is looking into systems and processes. If the review team suspects issues with an individual, they are to escalate their potential concerns.

If you have questions, please contact *insert name, title and contact number.*

Yours sincerely

Signature

Name

Designation