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# Draft Agenda for Incident Management Team

1. Introduction (Reminder of confidentiality and need for accurate records)

2. Appropriate membership

3. Declarations of conflicts of interest

4. Duty of candour

4. Items not on the agenda

5. Minute of last meeting (if applicable) including review of actions agreed

6. Incident update

1. General situation statement
2. Patient report
3. Microbiology report
4. Other relevant reports

7. Risk Management/Control Measures

* Patients
* General
* Public Health
* Staff

8. Care of Patients - Hospital and Community

9. Further Investigation

* Epidemiological

10. Healthcare Infection Incident Assessment Tool (HIIAT)

11. Communications

* Advice to public (letters, printed materials, media, social networking, websites, helplines etc)
* Advice to professionals (GPs, clinical staff, other NHS Boards, partners)
* Media (print, radio, TV, websites, social networking sites)
* Any need to inform other authorities e.g. Procurator fiscal
* HPS / SG HAI Policy Unit (HIIORT)

12. AOCB

13. Action list with timescale and allocated responsibility

14. Date and time of next meeting