Step-by-step guide to the Confidential Inquiry process 2010-2011

1. Death of person with learning disabilities

2. Death reported to CI team

3. CI team logs the death and checks if the key individual meets the criteria for the CI.
   - Check if patient on DES register
   - Check with health and social care contacts
   - Check with coroner
   - Confirm evidence of learning disability

4. Core data set form is sent to GP and all agencies connected with the individual

5. Investigator (clinician) and CI team nurse are allocated

6. CI nurse arranges visit to family/carers and conducts interview

7. Investigator collates information from agencies connected with the individual ready for Local Review Panel meeting
   - Data collected: Interview material, written reports, photographic and video evidence.

8. Local Review Panel meeting, generally at GP surgery over lunchtime
   - Root cause analysis of factors associated with person’s death

9. Report from Local Review Panel meeting anonymised

10. Overview Panel (6-8 cases discussed)
    - Feedback to family/carers by CI team nurse
    - Aggregated results to Department of Health