Learning Disabilities Mortality Review (LeDeR) Programme

Preparing for Multi-Agency Review

Template Version: P02

Person ID:

Region of England:

In preparation for the multi-agency review, please can you:

1. Contact all agencies involved

- Identify individuals and agencies that have been involved in supporting the person who has died.
- Send them a draft copy of the pen portrait, timeline, and description of the circumstances leading to death and ask them to add any additional comments.

They should consider:

A. Initial diagnosis of the condition.
B. On-going management of the condition from initial diagnosis to critical illness.
C. Management and care received during final illness (including details and dates of any investigations, their results and any actions subsequently taken).

2. Contact family members

If family members have been involved in the initial review, we recommend that you check the draft information (pen portrait, timeline, and description of the circumstances leading to death) with them.

As part of this multi-agency review, it may be helpful for you to ask the family some additional questions if they have not already been covered, such as:

- Was there any particularly good practice in relation to this person's death?
- Were there any contributory factors to the death that could have been avoided?
- Is there anything about the person's death that has concerned them?

You should confirm whether the family would like to attend the multi-agency review panel meeting, and how you could help them to prepare for this.

3. Request documents

Request a copy of any relevant notes and documents pertaining to the person, for example

- Acute Trusts – summary record of past attendances, notes from most recent hospital attendance, copy of DNACPR order, copy of most recent medication record, any advance directives.
- GPs – summary copy of GP records, copy of any correspondence, copy of DNACPR order, copy of most recent medication record, any advance directives.
- Other services – records from final year of person's life, summary of care/ support plans and most recent medication records.

- In order to upload case review notes, please contact the individuals involved and ask them to use the following link. When they click on this link they will be asked to identify themselves, and will then be able to upload files. These files will appear inside the case review window.

  File upload link:

4. Arrange a multi-agency review meeting

- Arrange a date, time and venue for the multi-agency review meeting and invite all individuals and agencies involved.

5. Prepare for the meeting

- Collate the information from the relevant case notes and responses.

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1. Have you identified all relevant individuals and agencies that have been involved in supporting the person who has died?

Tick to confirm ☐

Please note the agencies involved here:

Details: Click here to enter text.

2. Have you sent all relevant agencies and individuals a draft copy of the pen portrait, timeline, and description of the circumstances leading to death and asked them to add any additional comments?

Tick to confirm ☐

Please note the agencies contacted here:

Details: Click here to enter text.

3. Have you received replies from all relevant agencies and individuals with their additions/amendments to the pen portrait, timeline, and description of the circumstances leading to death?

Tick to confirm ☐

Please note the agencies that have responded here:

Details: Click here to enter text.

4. Have you requested a copy of case notes from all relevant agencies and individuals?

Tick to confirm ☐

Please note the agencies contacted for case notes here:

Details: Click here to enter text.

5. Have you received a copy of case notes from all relevant agencies and individuals?

Tick to confirm ☐

Please note the agencies that have responded here:

Details: Click here to enter text.

6. Have you arranged a date, time and venue for the multi-agency review meeting and invited all individuals, agencies and the family?

Tick to confirm ☐

Please note the arrangements for the review meeting below:

Details: Click here to enter text.

7. Have you collated the information from the relevant case notes and responses to prepare for the review meeting?

Tick to confirm ☐

8. Have you moved all submitted material to the case folder in the LeDeR web-based platform?

Tick to confirm ☐