

Chief Executive/General Manager  
Health and Social Services Boards  
Chief Executive  
Health and Social Services Trusts  
General Manager  
Central Services Agency  
Chief Executive  
Regional Medical Physics Agency  
Chief Executive  
Northern Ireland Blood Transfusion Service  
General Medical Practitioners  
General Dental Practitioners  
Optometrists  
Community Pharmacists

Our Ref: PEL(02)07

Date: 25 June 2002

Dear Sir/Madam

**NORTHERN IRELAND ADVERSE INCIDENT CENTRE (NIAIC)  
REVIEW 2002**

**Distribution (Boards and Trusts)**

- Risk Managers
- Health & Safety Managers/Co-ordinators
- Staff with responsibility for setting organisational policy for medical and non-medical equipment management.
- Liaison Officers for onward distribution in accordance with local procedures.
- Medical Directors for onward distribution to Medical Staff.
- Nurse Directors for onward distribution to Nursing Staff.
- Estates Managers.
- Trust Pharmacy Managers
- R&I Units (for onward distribution to Residential & Nursing Homes)

**Summary**

We are consulting with you as an integral part of a regular review of NIAIC services. Your co-operation is requested in helping us to identify what we can change that will help you and your organisation improve the quality of service provided to the community by improving safety and effectiveness in using medical devices.

**Action:**

- Each HPSS organisation should consult with staff that receives warning notices and guidance publications to allow an organisational response to the Review Questionnaire attached.
- We would welcome views from General Medical Practitioners, General Dental Practitioners, Optometrists and Community Pharmacists on the services outlined in the Review Questionnaire.
- Completed questionnaires should be returned to the address provided by 9 August 2002.

**Background:**

We carried out a review of NIAIC services in 1999 that resulted in changes as outlined in Professional Estates Letter PEL(00)15, November 2000. Since then, we have enhanced our adverse incident reporting system and the distribution arrangements for warning notices and other NIAIC publications by the development of the NIAIC website. Following this development, we are now seeking views from our customers and stakeholders on the provision and development of NIAIC services in the following areas.

- Adverse Incident Reporting and Investigation.
- The content and relevance of Device Bulletins and other guidance material.
- Improvements in distribution and targeting of warning notices.
- Improvements and utilisation of the NIAIC website

Should you require any further information concerning this letter, please contact;

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Yours faithfully

**S Blayney**  
Director