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Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

Caderydd/Chairman: **Emma Woollett**  
Prif Weithredwr Dros Dro/Interim Chief Executive: **Richard Evans**

**gofalu am ein gilydd, cydweithio, gwella bob amser**  
**caring for each other, working together, always Improving**

Rydym yn croesawu goheblaeth yn y Gymraeg ac yn y Saesneg. We welcome correspondence in Welsh or English.

Dyddiad / Date: 3<sup>rd</sup> April 2024  
Ein Cyf / Our Ref: SJJ/jtd



[7@wales.nhs.uk](mailto:7@wales.nhs.uk)

**TO : All Clinical Staff**

**Please reply to:**  
Mental Health and Learning  
Disability Service Group  
Management Centre  
Cefn Coed Hospital  
Waunarlwydd Road  
Cockett  
SWANSEA  
SA2 0GH

Dear all

In our ongoing involvement in an inquest at Swansea Coroner's Court, a further matter has been identified which we want to bring to your attention as a timely reminder regarding our responsibilities as professionals in the care of individuals who are in receipt of care from our services.

It has been noted in this particular case that there was a plan for intervention when the patient represented to the service. It appears that this plan was recorded in a set of clinical notes as an integral entry to a review, which would mean that any future clinician would need to look back through the notes to know what the plan was to be. With immediate effect:

- Please ensure that any plan of care is placed at the front of clinical notes or where a digital record is used (WCCIS) that the plan of care is on the digital front page.
- Please ensure that in addition to the above, the plan of intervention is shared with relevant members of the team directly so that they are briefed – in the community this will be through clinical team meetings and directly with key staff, in inpatient settings this will be through MDT meetings and Nurse handover.

As per our previous communication:



**Pencadlys BIP Bae Abertawe, Un Porthfa Talbot, Port Talbot, SA12 7BR / Swansea Bay UHB**  
**Headquarters, One Talbot Gateway, Port Talbot, SA12 7BR**

Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe  
Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board

- We are reminded that it is imperative that as professionals (Medicine, Nursing, Psychology and Allied Health Professional) we ensure that we keep robust and accurate information regarding any assessment or clinical intervention that we undertake with individual patients, and that we ensure that all significant detail, particularly that which will inform the assessment process and the ongoing management of risk is shared with all those involved in the patient's care.

We thank you for all the dedication you take in your daily commitment to the Service Group and the patients who touch our services and ask that you note the above as timely reminders of our professional responsibilities in offering the best service that each of our patients deserve.

Many thanks.

Yours sincerely



**NURSE DIRECTOR  
MH AND LD SERVICE GROUP**



**MEDICAL DIRECTOR  
MH AND LD SERVICE GROUP**

