Croydon Rapid Response Flowchart

SPOC receives Form A- Initial Notification Form.

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Share Notification with Designated Doctor for Child Death Review.
SPOC to gather initial information from relevant professionals to inform decision.
If the death is unexpected the Designated Doctor will make the decision about whether a Rapid Response Meeting is appropriate on the basis of the information received regarding the circumstances of the death.
Designated Doctor to complete the Decision Form where a Rapid Response meeting is not convened.

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Contact the chair to establish availability in order to arrange a Rapid Response Meeting. To be held within 5 working days of the child's death.

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Book room

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Invite Core attendees

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Establish which additional agencies the child may have had contact with and invite them to attend.

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Take confidential sign in sheet & standard agenda to meeting and distribute.

Minute meeting.

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Type up minutes and send to Chair for accuracy.

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Securely distribute minutes and action log detailing completion deadlines,~~;~~ to all attendees and core group (if not in attendance)

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Ensure Action Log is completed by relevant agencies prior to case going to CDOP.

August 2015