**Standard response letter – incident received**

Professional reporting the incident

cc: Critical Care Transfer Lead for the unit

 NoECCN Transfer Clinical Governance Sub Group (IG,DC,LD,JP,FA)



**Critical Care Operational Delivery Networks**

**England, Wales & Northern Ireland**

North East & Cumbria Critical Care Locality,

Emergency Care Centre, North Tyneside General Hospital, Rake Lane, North Shields, NE29 8NH

Tel/Fax: 0191 2934189

Tees Valley & South Durham Critical Care Locality,

2nd Floor, Everly House, University Hospital of North Tees, Hardwick Road, Stockton, TS19 8PE

Tel/Fax: 01642 624328

Date

Dear Colleague,

Incident log no:

Date of Incident

Thank you for informing the NoECCN about the recent transfer incident.

Your incident will be reviewed and one of the team will get back to you within 1 week from the date of this letter.

If you feel your incident is of an urgent nature, please do not hesitate to contact a member of the network team.

Kind regards

**NoECCN Transfer Clinical Governance Sub Group**