Regional Mortality & Morbidity Review System

Running an M&M Meeting

Opening Meeting

- For setting up an M&M meeting, see previous how-to guide.
- To open an M&M meeting, log on to NIECR and click on 'M&M Review' along the left hand side and then click 'M&M Meetings'.
- You will see a list of scheduled M&M meetings with the newest at the top. Select the meeting you wish to conduct.
- The first tab is 'Meeting Details'. Here you can amend the Chair of the meeting or add further details.

Deaths NOT for detailed Review

- The M&M lead is responsible for showing the list of deaths which have not been selected for detailed review to the attendees of the meeting.
- To do this click on the 'Deaths for Review' tab at the top, select 'Not for Detailed Review', from the 'Review Type' dropdown. Select 'Pending Patient M&M Review' for 'Status' and click the 'Search' button. This will bring up the full list of deaths which have not been selected for detailed review.
- If everyone is content that these are not for detailed review, the M&M lead should click into each death, then on 'Patient M&M Review'. These will be defaulted to 'Not for Detailed Review' and M&M lead should simply click 'Complete'. The M&M lead may choose to complete these at the end of the meeting.
- To change the status of a death to needing a detailed review, click into the death from the list, click on 'Patient M&M Review Task' and change the Death for Detailed Review status from 'No' to 'Yes'. This will bring up the full Patient M&M Review Task Form.

Reviewing a Death

- To bring up a list of deaths awaiting detailed review, select 'Detailed Review' from the 'Review Type' dropdown. Select 'Pending Patient M&M Review' for 'Status' and click 'Search'. This will bring up the list of deaths remaining to be reviewed by your team.
- To review a death, click on the relevant patient, then click 'Mortality Patient M&M Review Task' along the left hand side.
- Complete this form, including any lessons learned and actions identified, select the relevant outcome and click 'Complete'.
- **To move quickly to the next death for review click on the three small horizontal bars at the top right of the screen (between two arrows) which will bring up a quick list.** Otherwise click the 'X' at the top right and go back into the meeting.

Signoff

- Once a death has been reviewed, it requires sign-off at the next meeting, once the record of the meeting has been distributed.
- Assuming that all attendees are content that they are a true record, the M&M lead should click on the pending signoff tab. Each death should be clicked on, then 'Mortality Patient M&M Signoff'. The M&M lead should then select 'Yes' and click 'Complete'.
- All steps for the recording and review of this death have now been complete and the death is now signed off.

M&M Meeting Outcome Report

- Once all deaths have been reviewed and relevant deaths have been signed off, the M&M lead should click on the 'Attendees' tab and review the attendance. Additional attendees can be recorded on the attendance list by using the 'add' button and searching for the relevant attendees details. Once content, click 'Complete'. This will complete the meeting meaning no further deaths can be reviewed as part of this meeting and the attendee list is locked down. It is therefore recommended that you complete this tab at the end of the meeting.
- To view a record of deaths discussed, including lessons learned and action points, click on the 'M&M Meetings/Reports' tab. When you click on a particular meeting, a meeting outcome report will pop-up. This can be viewed as a PDF or Excel file.
- If a 'Mortality Patient M&M Review Task' is edited following review at a meeting a warning message advising a change has taken place to the content of the form will appear on the record of deaths for that meeting.

Version 0.2