**TEMPLATE FOR MODIFICATION**

**Perinatal Mortality Review Meeting Terms of Reference\***

[INSERT TRUST/HEALTH BOARD NAME]

**The aims of our stillbirth and neonatal mortality review meetings include:**

* Identifying the cause of each baby’s death by robustly and comprehensively reviewing each case and the quality of care provided;
* Working through the care for each baby who died to identify contributory factors where issues are identified and assessing whether different care may have made a difference to the outcome (grading of care);
* Developing action plans that aim to address the contributory factors identified and achieve organisational change and service improvements;
* Recognising a ‘just culture’ of accountability for individuals and organisations;
* Incorporating the parents’ perspective of their care and addressing any questions and concerns they have;
* Providing parents with a robust explanation of why their baby died (accepting that in all instances, despite full clinical investigations, it is not always possible to determine this);
* Improving the care we provide for mothers, babies and families in the future.

**The conduct of our stillbirth and neonatal mortality review meetings include:**

* Making every effort to gather the relevant information/evidence about each death in advance of the meeting;
* Attending and arriving on time to the meeting;
* Participating actively in discussions;
* Respecting everyone’s ideas and way of expressing them;
* Accepting robust discussion and disagreement;
* Agreeing to be comprehensive, open and transparent throughout;
* Trying as much as possible (recognising this can be challenging) to accept that your own actions can be questioned;
* Respecting the confidentiality of the documents and discussions that take place during the meetings and record/dispose of them appropriately;
* If gaps are identified in the information there may be a need to go away and gather more information before completing the review;
* Using the national Perinatal Mortality Review Tool (PMRT) to support the conduct of each review.

\*Modified: World Health Organisation. Making Every Baby Count: audit and review of stillbirth and neonatal death. Geneva: WHO, 2016.