

PROCESSES FOR NOTIFICATION OF THE DEATH OF NHS COLLEAGUES TO NHS ENGLAND AND NHS IMPROVEMENT

Formal process for notification of the death of our colleagues.

The Central Patient Notification System (CPNS) continues to be the central system for recording and verifying all COVID-19 deaths that occur in Trusts, including for members of staff. This arrangement and request for notification applies specifically to COVID-19

Rapid process for notification of the death of a colleague to understand the impact of COVID-19 on the NHS workforce

Within 24 hours of the death of a colleague confirmed to be COVID-19 related, or COVID19 symptomatic please notify NHSEI by email*** to england.HCWnotification@nhs.net

Any colleague death in an inpatient setting (irrespective of employer)

To be reported by the organisation where the death occurred

Any colleague death not in an inpatient setting

To be reported by their employing organisation

Provide the opportunity for the next of kin to give their consent to disclosing their details with the DHSC and NHSEI to authorise communication with them. Once permission has been received, employers need to email the details to covidnotify@dhsc.gov.uk

Definition of a colleague

For the purposes of this process, the following staff groups are in-scope:

- Health Care Workers who die in their employing NHS trust or NHS organisation including Community, Mental Health, Ambulance Services and Ministry of Justice establishment. A Health Care Worker is considered to be an individual who delivers health care services either directly or indirectly.
- Subcontracted staff working in Health Care Worker roles in their host organisation
- Volunteers working under a permissive contracted arrangement in an NHS organisation who were working during the COVID-19 phase.
- Health Care workers who die in another NHS trust but were declared as a Health Care Worker
- Health Care Workers in the four pillars of primary care including clinical and administrative staff
- Employees of NHS England and NHS Improvement, Public Health England, NHS Blood & Transplant, Health Education England, other ALBs and Executive Agencies, CCGs and CSUs.

This may be challenging where you are not their employer and/or in cases where the death is in a community setting. Please do not allow the latter to delay the rapid notification unnecessarily and provide update(s) retrospectively if required.

***Information required by NHS England and NHS Improvement

Field	Comments
Job role/title	From the patient record or ESR
Role of staff member	<ul style="list-style-type: none">• Directly patient-facing (eg. nurses, doctors, allied health professionals, porters etc• Non patient facing but potentially at higher risk of exposure (e.g domestic and laboratory staff• Non-clinical (e.g clerical, administrative, information technology, secretarial etc)
Date of death	From the patient record or ESR
Employer	From the patient record or ESR
Place of death	e.g hospital/town
Gender	From the patient record or ESR
Age	From the patient record or ESR
Ethnicity	From the patient record or ESR
COVID-19 confirmed or suspected	If test results not yet received but the patient had COVID-19 symptoms, please do not delay the notification but enter 'suspected'.