

Appendix 2 List of investigation documents

1.1 Bamaga Hospital, Torres and Cape Hospital and Health Service (TCHHS)

Table 1 Bamaga Hospital, TCHHS documents

Document	Date
Bamaga Hospital, TCHHS policies, procedures and organisational documents	
Bamaga Hospital – Nurse Allocations for National Standards	2018
<i>Bamaga Hospital – Nursing Orientation Package</i>	2018
Bamaga Hospital – Nursing Orientation Package – Welcome to the Northern Peninsula Area (NPA)	2018
Bamaga Hospital Adult Admission Checklist	18/10/2018
Bamaga Hospital Paediatric Admission Checklist	18/10/2018
Bamaga Hospital staff list – Creole speaking staff	19/09/2018
Bamaga Medical Staff Orientation Checklist	Undated
Best practice guide to clinical incident management, First edition	June 2014
Decision Support Systems – New User Introduction to Ryan’s Rule	21/06/2018
Information for the OHO: Welcome to the Northern Peninsula Area (NPA) Bamaga Hospital	29/08/2018
Quality Innovation Performance Accreditation Report of TCHHS	7/12/2017
Retrieval Services Queensland Flowchart	November 2009
Standing Operating Procedure: Torres Strait and NPA Health Service District – Unit Patient Records	5/05/2012
Standing Operating Procedure: Torres Strait and NPA Health Service District – Death Review	1/08/2008
TCHHS – New Staff Orientation Information (checklist v.7)	2016
TCHHS Annual Report 2017 - 2018	2017 - 2018
TCHHS Bamaga Hospital – Facility Emergency Preparedness and Continuity Management Plan (v.2)	February 2017
TCHHS Bamaga Hospital – Nursing – Required training by person	11/10/2018
TCHHS Bamaga Hospital – Nursing Orientation and Induction (checklist)	Undated
TCHHS correspondence: letter to Gowa family offering meeting to discuss findings from clinical review	15/06/2018
TCHHS Employment welcome pack	14/02/2017
TCHHS Human Error and Patient Safety (HEAPS): Incident analysis report, RiskMan number 460981, Bamaga Hospital	31/05/2018
TCHHS Paediatric Sepsis flowchart (v.1)	9/08/2017
TCHHS Policy - Orientation, induction and mandatory training policy	6/01/2016
TCHHS Policy – Transition - policies and procedures (v.3)	4/08/2016

Document	Date
TCHHS Policy Clinical Handover (v.1)	19/08/2016
TCHHS Policy Open disclosure	Undated
<i>TCHHS Procedure – Best Practice Software Downtime (v.1)</i>	24/01/2017
TCHHS Procedure – Blood culture collection (v.1)	29/05/2017
TCHHS Procedure – Clinical record documentation	8/08/2017
TCHHS Procedure – Early warning tools – use in recognising and responding to clinical deterioration (V.1)	24/08/2017
TCHHS Procedure – Escalation and transfer to higher levels of care (v.1)	January 2018
TCHHS Procedure – Product recalls, patient safety alerts, patient safety notices and communiques (v.1)	4/09/2017
TCHHS Procedure – Short Stay Admission	Undated
TCHHS Procedure Clinical Handover (v.1)	3/01/2017
TCHHS Procedure Consumer feedback – compliments, complaints and suggestions (v.2)	28/03/2018
TCHHS Procedure Ryan’s rule (v.3)	4/09/2017
TCHHS Procedure Short Stay (draft)	Undated
TCHHS Quality and Safety Strategy 2019-2021	07/02/2019
TCHHS Role description – Consumer Liaison Officer	09/01/2018
TCHHS Root Cause Analysis report: RCA Final Report, RiskMan Number 460981	16/10/2018
TCHHS Ryan’s Rule Activation Sheet	15/11/2017
TCHHS Strategic Plan 2015 – 2019	2016
TCHHS Welcome to Bamaga Hospital	November 2015
Torres Strait – Northern Peninsula HHS Policy – Bamaga Hospital Pharmacy Operations Manual	Draft
Torres Strait – Northern Peninsula Hospital and Health Service: Safety and Quality Clinical Incident Management Policy (v.2)	15/04/2014
TCHHS Clinical Incident Management Severity Assessment Code 1 (SAC 1) Procedure	22/12/2015
Welcome to Bamaga Hospital: Doctors Clinical Orientation Guide (Under construction)	Undated
Tropical Public Health News – Issue 7	June 2017
TCHHS Audit records	
Queensland Bedside Audit 2016 – Peer group R&RS inpatient report	March 2017
Queensland Bedside Audit 2016 – TCHHS inpatient report	February 2017
Queensland Bedside Audit 2017 – Inpatient preliminary results	24/11/2017
TCHHS Bamaga Hospital Performance Report	June 2018
TCHHS Bamaga Hospital Performance Report	January 2017
TCHHS Queensland Bedside Audit Quality and Safety Outlier Action Plan (Bamaga)	2017

Document	Date
TCHHS Resources	
Communicating effectively with Aboriginal and Torres Strait Islander people	September 2015
Department of Aboriginal and Torres Strait Islander Policy and Development - Proper communication with Torres Strait Islander people	Undated
Queensland Health (QH) Aboriginal and Torres Strait Islander cultural capability framework 2010 - 2033	September 2015
QH Aboriginal and Torres Strait Islander cultural capability	July 2015
QH Aboriginal and Torres Strait Islander Cultural Practice Workshop – DILLYBAG	June 2015
QH Sad News, Sorry Business – Guidelines for caring for Aboriginal and Torres Strait Islander people through death and dying (v.2)	December 2015
QH Statement of Commitment to Reconciliation	2010
QH, Clinical Excellence Division: Open Disclosure Meeting Checklist	March 2018
QH, Clinical Excellence Division: Open Disclosure Meeting Debrief template (v.1)	March 2018
QH, Clinical Excellence Division: Open disclosure organisational readiness assessment tool	March 2018
QH, Clinical Excellence Division: Open Disclosure Team Response Planner template	March 2018
QH Aboriginal and Torres Strait Islander Patient care guideline	May 2014
Correspondence	
Email from Director and Public Health Physician, Tropical Public Health Services Cairns about involvement in Bamaga gastroenteritis outbreak	13/02/2019
Section 228 request for information to Bamaga PHC	29/11/2018
Section 228 request for information to TCHHS	12/09/2018
Section 228 request for information to TCHHS	06/11/2018
Section 228 request for information to TCHHS	15/03/2019
Section 228 request for information to QH	05/11/2019
Section 228 response from TCHHS	17/10/2018
Section 228 response from TCHHS	19/11/2018
Section 228 response from TCHHS (re QH request)	13/11/2019
TCHHS Chief Executive letter to office commissioning RCA	28/06/2018
TCHHS letter, Patient Safety and Quality Manager to Charlie's mum requesting consent for release of medical records for Charles Gowa	08/08/2018

1.2 Medical records of Charlie Izaak Wilfred Gowa

Table 2 Medical records of Charles Izaak Wilfred Gowa

Document	Date
Medical records of Charles GOWA	
Bamaga Hospital, TCHHS	1/06/2018
Cairns Hospital, CHHHS	24/05/2018
Lady Cilento Children's Hospital (Queensland Children's Hospital),	24/05/2018
Retrieval Services Queensland	26/9/2018
Royal Flying Doctor Service	26/9/2018

1.3 Written submission from practitioners

Table 3 Written submissions from practitioners

Document
Written submissions and interview transcripts from practitioners involved in Charles Gowa's care.

1.4 OHO independent clinical advice

Table 4 Clinical Advice

Document	Date
OHO Clinical advice documents	
Clinical advice request form	13/02/2019
Clinical advice provided	11/03/2019
Clinical advice provided	07/6/2020

1.5 Adverse comment submissions

Table 5 Adverse comment submissions

Document	Date
Letter from TCHHS	29 June 2020
Submissions received from two individual practitioners	

1.6 OHO general reference documents

Table 6 General reference documents

Document	Date
Research in literature, projects, journals, standards, and frameworks	
Tropical Public Health Services (Cairns) Newsletter	June 2017
Australian Institute for Primary Care, Improving the Culture of Hospitals Project – Final Report (v. 3)	August 2010
Short Report – Children with melioidosis in Far North Queensland are commonly bacteraemic and have a high case fatality rate	December 2017
Research letter – Melioidosis in Far North Queensland is not correlated with severe weather patterns	November 2017
12 th National Rural Health Conference, The Torres model of primary health care – the gap between reality and rhetoric	June 2013
13 th National Rural Health Conference, Evolution of the nurse practitioner role at a rural health service	May 2015
National Safety and Quality Health Service (NSQHS) Standards, Overview: Guide to better care for Aboriginal and Torres Strait Islander communities	October 2016
Australian Commission on Safety and Quality in Health Care (ACSQHC), Communicating for Safety Standard	November 2017
QH, Business Planning Framework: a tool for nursing and midwifery workload management	July 2016
Journal of the Royal College of Physicians of Edinburgh, Cognitive bias in clinical medicine	September 2018
QH, Clinical Services Capability Framework - Emergency Services (v. 3.2)	December 2014
ACSQHC, Australian Open Disclosure Framework	February 2014
ACSQHC, The NSQHS Standards, Second Edition	November 2017
ACSQHC, NSQHS Standards guide for hospitals	2017
ACSQHC, National Model Clinical Governance Framework	2017
ACSQHC, Fact Sheet 2: Transition Arrangements for Assessments in 2019	October 2018
QH, Could this be sepsis?	December 2018
QH, Clinical Excellence Division, Sepsis Pathways	8/10/2019
QH, Clinical Excellence Division, What is Sepsis?	13/12/2018
QH, Clinical Excellence Division, Paediatric Sepsis	25/07/2019
QH, Clinical Excellence Division, Ryan's Rule	13/12/2019
Children's Health Queensland HHS, Sepsis – Emergency management in children – Flowchart	26/09/2019
QH, Ryan's Rule Brochure	2017
QH, Melioidosis in Queensland	August 2017
QH, Sepsis in Children	November 2018

Document	Date
QH, Clinical Excellence Division, Paediatric symptoms and checklist for parents	December 2018
QH, Clinical Excellence Division, Paediatric sepsis symptoms poster for clinical areas	December 2018
QH, Community Hospitals	Undated
QH, Rural and Remote Areas	01/06/2014
QH, How Emergency Departments Work	05/08/2019
QH, Clinical Excellence Division, Emergency Department Models of Care Review	2018
Queensland University of Technology, Emergency Health Services Demand & Service Delivery Models	2011
The Department of Health, Melioidosis in Northern Australia, 2001-02	June 2003
NSW Health, Emergency Department Models of Care	July 2012
NSW Health, Principles of Rostering	August 2019
Safer Care Victoria, Delivering High-Quality Healthcare Victorian Clinical Governance Framework	June 2017
Australasian College for Emergency Medicine (ACEM), Statement on the Delineation of Emergency Departments	November 2012
ACEM, Emergency Department Design Guidelines	October 2014
Royal Flying Doctor Service, Priority system	Undated
Royal Flying Doctor Service (QLD) – Primary Clinical Care Manual 9 th Edition	2016
Royal Flying Doctor Service (QLD) – Primary Clinical Care Manual 10 th Edition	2019
Surviving Sepsis Campaign: Hour 1-Bundle	September 2018
Menzies School of Health Research, The Melioidosis Files	Undated
Journal of Advanced Nursing - Observation chart design features affect the detection of patient deterioration: a systematic experimental evaluation	24/08/2015
Medical Board of Australia, Good Medical Practice a code of conduct for doctors in Australia	March 2014