

# **MNSI Subject Matter Advisor (SMA) information pack - medical consultants**

# Thank you for your interest in becoming an SMA...

MNSI is the leading programme for maternity and newborn safety investigations in England. We are an independent programme funded by the Department of Health and Social Care. We investigate babies who die or experience a severe brain injury around the time of labour and birth and direct and indirect maternal deaths during pregnancy and up to six weeks after the end of a pregnancy, excluding death by suicide.

Our purpose is to provide mothers, birthing people and their families with the answers they urgently seek following these events. MNSI's investigations provide learning for the trust(s) concerned, and feed into thematic learning across England.

Your contribution to the programme will provide families and trusts with the expert opinion necessary to ensure investigations are concluded and maternity services safer in future.

This onboarding pack will provide you with an overview of your responsibilities, benefits to joining and FAQs.



# Benefits and responsibilities

# Benefits of becoming an SMA

Continuing  
professional  
development

[Please refer to your  
affiliated college as  
per your CPD points]

Paid at a  
fixed daily  
rate

[To be confirmed upon  
enquiry]

No legal  
liability or  
prosecution

Flexible  
hours and  
approach

Remote work  
for you to do  
at your  
convenience

Contributing to  
making  
maternity  
services safer  
and addressing  
health  
inequalities

Our investigations are purely focussed on learning to improve safe working practices across maternity services

# SMA responsibilities

The time you spend on an investigation is managed by you, to fit around your commitments. The following presents a general timeline of what your involvement in an investigation would resemble over a 12 week period:



# Contact and onboarding

# Initial contact process

## SMA contacts MNSI directly:

1.

- Initial notice of interest is shown from SMA either through direct contact with member of staff or through an email sent to [enquiries@mnsi.org.uk](mailto:enquiries@mnsi.org.uk)

2.

- MNSI admin arranges a call between clinical advisor or deputy/clinical director and SMA to discuss finer details of the role and pay and to request a CV and cover letter be provided

3.

- SMA agrees that they want to be part of the team

# Onboarding process

## 1. SMA to complete onboarding paperwork (provided by MNSI):

- Personal information form
- Confidentiality agreement
- Conflict of interest form
- Confirmation of their information governance compliance in mandatory training at their trust

## 2. SMA to provide ID as either:

- Two forms of photographic personal identification and one document confirming your address
- Or**
- One form of photographic personal identification and two documents confirming your address

## 3. MNSI clinical director to review and confirm ID

## 4. MNSI admin set up in HIMS (internal investigation platform)



# Case review process

Once there is an investigation that requires SMA input:

- MNSI to approach SMA to discuss availability.
- If available, letter of engagement is sent by MNSI admin to SMA to review, sign and then send back to MNSI admin
- Investigator will then start to discuss requirements and share records/report through Egress

SMA begins investigation and provides opinion on case over 12 weeks

On completion of case input:

- SMA to complete timesheet and send through to MNSI admin
- MNSI admin will review, process and send for payment
- Payroll is monthly around 19th of the month.

# FAQs

# FAQs

- Is there a specific format the report is required in, summarising my opinion?
  - No.
- Do I still have to be in clinical practice to provide SMA input?
  - Yes, or within 2 years of having worked at consultant level in that speciality.
- Conflicts of interest - what is the main concern?
  - The primary conflict of interest you will face is your place of work as you cannot investigate any case that has taken place within your trust or local area.
- Will my opinion be anonymised?
  - Yes, it is. Your name will not be featured in the report.
- Do I need medico-legal cover to write the report?
  - No.



# Next steps

For any questions or for further information, please email [enquiries@mnsi.org.uk](mailto:enquiries@mnsi.org.uk)