

[REDACTED]

**From:** McLean Rebecca [RMcLear [REDACTED]]  
**Sent:** 06 August 2004 09:45  
**To:** Cody Diana; Howard Arthur; Jayne Fox; Jenny Irvine; Margaret Kelly; Sue Norwood  
**Cc:** helen.walker [REDACTED]; Kettyle Jenny; [REDACTED]; Bridget O'Donnell;  
**Subject:** Action Plan arising from RCA meeting 2-3 August .



Action Plan post 2-3  
Aug.doc

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Dear all

I have pulled together an action plan from the discussions arising from Monday/Tuesday, with hopefully realistic timescales. Please feel free to comment on any points that you feel are not appropriate, or if I have missed anything out. I will write up the notes in the near future, but felt that there are some issues requiring immediate action.

N.B. Point 7 - Jenny and Dr Cody to meet on Friday 13th August in Seminar Rm, Erne Hospital at 11.30am to agree final list of participants.

Regards  
Rebecca  
Tel: [REDACTED]

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RCA Steering Group Meetings  
held in the Board Room, Erne Hospital, Enniskillen, on 2<sup>nd</sup> & 3<sup>rd</sup> August 2004.

ACTION PLAN

	ACTION	DELEGATED PERSON	DUE DATE
1	Agreed Terms of Reference to be posted to Crawford family with letter from Jenny.	Rebecca	Completed 3 <sup>rd</sup> August
2	Agreed Terms of reference to be posted to the circulation list as agreed by group.	Rebecca	Completed 3 <sup>rd</sup> August
3	Copy of gastritis case study to be received from Sue.	Sue	Completed 4 <sup>th</sup> August
4	Dr Cody to brief Senior Management Team on Thursday 5 <sup>th</sup> August. i.e. - Amended 2day programme - Letter to Crawford Family - Terms of Reference - Agreed Invite Letter to participants - Draft List of possible participants for programme	Dr Cody	5 <sup>th</sup> August
5	Meeting to arranged with Dr Cody, Jenny, Margaret and Jayne for end of September to discuss progress of project.	Rebecca	Before Fri. 27 <sup>th</sup> August
6	Book venue and hospitality for programme days in North Fermanagh - Arc healthy Living Centre, Irvinestown, Co Fermanagh (convenient for 3 hospital sites) for 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> and 15 <sup>th</sup> and 16 <sup>th</sup> of November. The follow up day to take place on 15 <sup>th</sup> December (Same Venue)	Rebecca/Jenny	Completed
7	Finalise list of participants to be invited on development programme.	Dr Cody and Jenny to link with	Meeting to take place at

		Rebecca	Friday 13 <sup>th</sup> August, Seminar Room, Erne Hp
8	List of confirmed participants to attend to be shared with group members, via email		Monday 16 <sup>th</sup> August
9	SMT to be notified of final list of invited participants.	Rebecca	Friday 20 <sup>th</sup> August
10	Additional information to be collated which will be distributed with invite.	Dr Cody to link with Rebecca	Monday 23 <sup>rd</sup> August
11	Invitation/Intro letter to be distributed to invited participants along with programme and confirmation of attendance slip.	Sue to send to Rebecca	Friday 27 <sup>th</sup> August
12	Additional information for Lucy's case to be accessed and sent to Sue in order to write case study.	Rebecca	Friday 10 <sup>th</sup> September
13	Letter to be drafted to invite CSCG associate committee members to attend Trust Board meeting on 16 <sup>th</sup> December for presentation of action plans.	Dr Cody & Rebecca to link with Mrs Millar and Mr Fee	Monday 13 <sup>th</sup> September
14	Steering Group Members to be advised of final list of confirmed attendees/participants.	Jenny, Dr Cody (linking with Rebecca)	Friday 8 <sup>th</sup> October
15	Any other additional information i.e. presentations, packs etc to be received by Sperrin Lakeland	Rebecca	Monday 25 <sup>th</sup> October
15	Draft copy of Attitudes to Safety Questionnaire to be "tweeked" by Jayne before sending to other steering group members.	Sue to forward to Rebecca Sue/Jayne	Monday 25 <sup>th</sup> October