

Scope:

- ◆ The root cause analysis will examine:
 - ◆ adverse incident investigation process
 - ◆ complaints handling process
 - ◆ litigation process (including preparation for Inquest)
 - ◆ media/public relations processes and
 - ◆ related cpd/cme processes regarding updating of professional standards
- ◆ Key staff involved in the processes set out above will be invited to participate and contribute to the RCA exercise
- ◆ Currently the Trust is approaching the family to assess their preparedness to engage with this process
- ◆ Findings for the RCA will be presented to the Steering group along with any recommended remedial actions.
- ◆ A final report will be provided to the Trust Chair and Chief Executive.

Membership of Steering Group:

The group will be chaired by a Non Executive Director of the Trust. The following additional members have been identified to secure independent views, a consumer perspective and professional overview:

- ◆ Trust Medical Director
- ◆ Chief Nurse, WHSSB
- ◆ Chief Officer, WHSSC
- ◆ Representative of the CSCG Support team

Process & Resources:

- ◆ External expertise on RCA methodology will be sourced via the NI CSCG support team. The Trust will meet costs in this respect.
- ◆ Guidance and support will be provided by the CSCG support team representative – costs for this will be met by the Director of the NI CSCG support team.
- ◆ Limited administrative support will be provided by the Corporate Affairs directorate through the CSCG Project Officer.
- ◆ A workplan will be agreed with the RCA Consultant(s) at an early stage. This will include:
 - ◆ Core groups for engagement/participation
 - ◆ Timescales/key timelines

Timescales:

- ◆ The exercise should be completed within 4-6 months of initiation.

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