

**RCA Steering Group**  
**Summary of Activities following meetings held on 02.08.04  
and 03.08.04 as from 21.09.04**

- 5<sup>th</sup> August – Dr Cody provided brief to Senior Management Team (SMT) of the intentions of steering group. SMT expressed their desire that relevant staff should be meet with face to face to explain purpose of work and dispel any discrepancies and concerns.
- 13<sup>th</sup> August
  - Dr Cody met with Dr Jarlaith O'Donohoe Consultant Paediatrician explaining purpose of RCA work and intentions of steering group.
  - Dr Cody, Mrs Irvine and Rebecca meet to discuss list of participants to be invited to development programme. Agreed that Senior Management Team (SMT) would be given opportunity to nominate individuals.
  - Dr Cody wrote to SMT advising them to consider nominations from each directorate and to advise Rebecca accordingly before 30<sup>th</sup> August.
- 1<sup>st</sup> September – Chairman received letter from the Crawford family (details of this can be provided by Mrs Irvine).

*\*\*Following discussions with Mrs Kelly, Mrs Irvine advised the other group members of the intention NOT to use Lucy Crawford's case as a case study in the development programme. Following the development programme and once the skills were learnt by members of staff, an in depth RCA surrounding Lucy's care would then take.*

- 3<sup>rd</sup> September
  - Dr Cody and Mrs Irvine met with 5 members of nursing staff that were specifically involved in Lucy's case, outlining purpose of RCA work and intentions of steering group.
  - Rebecca amended the invite letter to ensure that the sentence around the 3 case studies would not include Lucy's name. Invitations were then distributed to staff.

- Mrs Irvine contacted Ketterington General Hospital on a number of occasions and had a conversation with Anne Williams who had used the GAT methodology / training programme. This conversation reassured Mrs Irvine that the recommended applications still applied.
- 16<sup>th</sup> September – Dr Cody and Mrs Irvine provided presentation to CSCG Committee detailing the background, principles and methodology of a RCA.
- 20<sup>th</sup> September – Press release issued to two local papers Impartial reporter and Fermanagh Herald from RCA steering group.

***Meeting arranged to take place on Wednesday 6<sup>th</sup> October at 10am in Cedar Villa, Tyrone & Fermanagh Hospital to address the future actions and the above points.***