

Draft Only



MINUTES OF ROOT CAUSE ANALYSIS STEERING GROUP MEETING
Held on 30th June 2004, at the Ramada Hotel Belfast at 2.30pm

Present:

Jenny Irvine, (Chair) - Trust Non-Executive Director
Dr Diana Cody, Trust Medical Director (Acting)
Margaret Kelly, Chief Nurse, Western Health & Social Services Board
Howard Arthur, G.B Clinical Governance Support Team
Sue Norwood, Global Air
Jayne Fox, N.I Clinical & Social Care Governance Support Team

In attendance:

Rebecca McLean, (Group Administrator) Trust CSCG Project Officer,

1. Confirmation of Membership

Brief introductions were provided by two of the members – Howard Arthur and Sue Norwood, who had travelled from England and had first hand experience in RCA and would be facilitating the process on behalf the steering group. They provided the other group members with a background of their roles and work involvements.

It was acknowledged that Margaret Reilly from the Western Health and Social Council (WHSSC) had been invited to be a member of the steering group by the Trust Chairman, Harry Mullan. The WHSSC acknowledged that while they wished to contribute to the process they did not wish to be a member of the group. They did however reserve the option to alter this opinion and would welcome the opportunity to study the terms of reference when they were completed.

b. Other Discussions

Focus of RCA: A lengthy discussion regarding the commissioning of the root cause analysis took place. It was agreed that the death of Lucy Crawford (L.C.) was the main influence for the Trust to commission the RCA. It was stressed that media pressures should not bind the RCA and the analysis should examine the wide range of systems and processes that had influenced the L.C Case, both before and following the incident. Sue and Howard explained that an aspect of the analysis would involve using a range of case studies, some of which may be from the aviation industry. It was clarified that the skills learned from these other case studies would be used to learn specifically from the L.C. Case. It was however concluded that the L.C. case would remain the main focus/case study of the analysis.

The Human Factor - It was agreed that the RCA should take into account the family's experience in addition to the viewpoints of staff/professional involved. Involvement of the family in the analysis would be very much welcomed, however it was recognised that this may be difficult for them, and ways of facilitating this were discussed.

General Aspects of the RCA – Points raised regarding aspects of the RCA included:

- Time and cost implications
- Training for staff that would be used to assist in mapping and the development of an action plan.
- Support for staff – It was acknowledged that some members of staff might require professional support, e.g. counselling as the RCA may raise personal issues. Occupational health should be made aware of this probability.

2. Agreeing the Terms of Reference

It was agreed that the draft terms of reference required significant changes and the family and staff involved in the case should be kept fully aware of these. The group had reservations that the initial draft terms of reference had already been shared with the family prior to being approved, however recognised that the Trust desired the process to be as open and transparent as possible. The steering group agreed that they would wish to oversee any correspondence to the family with reference to the process and to be involved with any press releases relating to the analysis.

Action: *Steering group to oversee correspondence to the family and become involved with press releases relating to the analysis.*

Suggestions were made to amend the terms of reference and these would be recorded and altered by Rebecca McLean, acting administrator for the group with the assistance of Jayne Fox.

Action: *Rebecca McLean and Jayne Fox to liaise and amend the terms of reference and forward to all group members for comments before being presented to the Trust Chief Executive and Chairman for consideration.*

After deciding on the amendments required for the terms of reference it was suggested that clarification was required from the Trust to ensure that any recommendations from the RCA would be fully implemented.

Action: *Meeting to be arranged before the next steering group meeting between Dr Cody, Jenny Irvine, Jayne Fox and the Trust Chairman, Mr Harry Mullan and Chief Executive, Mr Hugh Mills to confirm Trust commitment to RCA.*

3. Review of the Confidential Briefing Note

This item was noted but not discussed.

4. RCA Work Plan

Sue and Howard identified several areas for future action, e.g. letter to be sent to family to advise of work of group and staff/professionals involved to be briefed. However these future actions would be clarified at the next steering group meeting, when Sue and Howard would present the project plan.

Date of Next Meeting – Agreed to take place on 2nd and 3rd August at an Erne Hospital venue. (Venue to be finalised by Rebecca McLean)

The meeting closed at 4.50pm.