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CONFIDENTIAL M E M O R A N D U M

TO: Mrs Jennifer Irvine, Non-Executive Director (Chair)
Dr Diana Cody (A) Medical Director
Mrs Margaret Kelly, Chief Nurse, WHSSB
Ms Jayne Fox, CSCG Support Team (on behalf on Ann O'Brien)
Mr Howard Arthur, Director of Patient Safety & Team Resource Management,
CSCG Support Team, (G.B).
Ms Sue Norwood, Training & Development Manager Global Air Training

FROM: Rebecca McLean, CSCG Project Officer

DATE: 22nd June 2004

SUBJECT: RCA EXERCISE: L.C CASE STEERING GROUP MEETING – 30th JUNE 2004

Find enclosed agenda and related papers for the meeting, which is to take place in the Ramada Hotel, Shaws Bridge, Belfast at 2.30pm. These include:

- Terms of Reference
- Confidential Briefing Note
- Safer Systems & Processes – Root Cause Analysis using a Human Factors Approach – A Training Programme Developed from Lessons Learned in Commercial Aviation.

Rebecca McLean

Clinical & Social Care Governance Project Officer

Encs.