



## **Review Meeting : Lucy Crawford Case – 20<sup>th</sup> April 2004**

A meeting to consider and agree the purpose, scope and format of a review of the Lucy Crawford case.

Meeting to be chaired by the Chief Executive, Mr Hugh Mills.

**In Attendance:** Dr Jim Kelly, Consultant  
Mr Eugene Fee, Director of Acute Hospital Services  
Ms Bridget O’Rawe, Director of Corporate Affairs  
Mrs Donna Scott, Central Services Agency  
Ms Anne O’Brien, CSCG Support Team (NI)

### **Agenda**

#### **1. The Nature of “the review”**

- ◆ What is it/what is it not
- ◆ What is its purpose/audience
- ◆ Agreeing the scope
  - clinical issues
  - incident investigation process issues
  - complaints process issues
  - litigation process issues
  - media/public relations issues

#### **2. The Format & Membership**

- ◆ Is it the ‘core group’ reflecting with facilitation for AOB
- ◆ Is it an independent panel facilitated by AOB receiving ‘evidence’ from core group
- ◆ Who needs to be involved in agreed format.

#### **3. Terms of Reference**

#### **4. Main Issues to be Considered**

#### **5. Timescales and Next Steps**

# SPERRIN LAKELAND



## HEALTH AND SOCIAL CARE TRUST

Notes of Review Meeting held on 20<sup>th</sup> April 2004

**PRESENT:** Mr Hugh Mills, Chief Executive  
Mr Eugene Fee, Director of Acute Hospital Services  
Ms Bridget O'Rawe, Director of Corporate Affairs  
Dr Kelly, Consultant & former Medical Director  
Mrs Donna Scott, CSA Legal Advisor  
Ms Anne O'Brien CSCG Support Team (NI)

### 1. The Nature of The Review

Members agreed following principles:

- ♦ Not to use term "review" as implied too great a formality
- ♦ Focus and primary purpose to be an internal process with internal audience. However agreed to share outcomes with appropriate authorities to assist sharing of lessons
- ♦ Primary objective/intention to reflect upon and learn lessons from the LC case to inform changes in processes/systems.
- ♦ Acknowledge need to interface appropriately with other ongoing or planned regional initiatives, e.g. regional review of complaints procedure; Making Amends discussions
- ♦ Scope of "review" to exclude the individual clinical issues as under consideration by GMC. Systems and Processes focused.
  - incident investigation process
  - complaints process, litigation process
  - media/public relations processes.

Also to include systematic issues relating to use of guidelines, cpd/cme etc.

### 2. Format & Membership

Considered and agreed process based on use of Root Cause Analysis. Steering group to be formed to oversee process, Q.A. same, and steer Trust response to findings/outcomes.



Proposed membership to include:

Trust NED as Chair

Chief Executive

Medical Director

Representative of AO'B team

Plus invitations to Chief Officer of WHSSC and Chief Executive of WHSSB to participate. If WHSSB Chief Executive not able to commit time, steer toward Chief Nurse.

**3. Timescales**

Agreed should plan for completion within 4-6 months of inaugural meeting of Steering group.

**4. Next Steps/Action**

- (i) Develop draft TOR - **BO'R/AO'B**
- (ii) Invitation to whssc/whssb - **CE**
- (iii) Secure NED - **CE/Chairman**
- (iv) Source RCA expertise - **AO'B**
- (v) Plan for inaugural meeting of steering group - **CE**
- (vi) Develop papers for group based on previous briefing documents - **BO'R**
- (vii) Scope out and identify core staff groupings and individuals to be involved in RCA process - **EF/Dr K/BO'R**
- (viii) Brief staff of proposals and thinking to date - relevant director/manager - **EF/BO'R**

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**Director of Corporate Affairs**

**22<sup>nd</sup> April 2004**

**NB** Initial scoping of groups

Pharmacy

Ward Nursing Staff

Medical Staff

Complaints Staff

Litigation - Donna Scott/Scrutiny Committee members

Public Relations - Janet Hall/BO'R

Management Issues - CE & Chair/Medical Director/AHSD

bor/mmecg/0697

**DHSSPS**

008-006-016

- Gov Committee in May  
- Tiff Ref -