

O'Donnell, Bridget

From: McLean Rebecca [RMcLean@██████████]
Sent: 01 July 2004 16:07
To: Cody Diana; Howard Arthur; Jayne Fox; Jenny Irvine; Margaret Kelly; Sue Norwood
Cc: Barbour Barbour; Bridget O'Donnell; Bronagh Kelly; Kettyle Jenny
Subject: RCA Ammended Terms of Reference



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Group Members

Please find attachment detailing the ammended Terms of Reference following yesterdays meeting for your comments. Please advise Jayne at the CSCG Support team of any comments regarding these. Also just to let you know, since I am acting as the aministrator for the group, that I am working a 4 day week just after returning from Maternity leave, so I am unavailbale on Fridays (for the next 4 weeks).

Regards

Rebecca McLean
CSCG Project Officer
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Jenny - as agreed draft minutes will be sent to you for comments/ammendments

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ROOT CAUSE ANALYSIS EXERCISE: LC Case

TERMS OF REFERENCE

Background:

On 20/02/04 the Coroners Inquest concluded its findings on the circumstances nature and cause of the tragic death of Lucy Crawford. Aspects of the clinical care are currently subject to consideration by the GMC, after referral by the Coroner. The Trust is co-operating fully with the GMC in this regard.

It has been acknowledged, in the course of the management of this case, that a number of process and systems issues warrant examination and reflection.

A root cause analysis is proposed and independent expertise is being commissioned to gain understanding of the clinical and non clinical systems and processes which were in place at the time of and following Lucy's death.

Principles

The above process will be facilitated with the clear aim of improving clinical practice and care whilst highlighting and drawing on areas of good practice. It will be an open and honest process which is fully inclusive of all, promoting open communication within a supportive and confidential environment

Methodology:

This exercise will be:

- ◆ overseen by a Steering group established by the Trust Chairman which through its membership aims to promote an open and honest examination of the trusts processes and systems.
- ◆ Regularly reviewed, to ensure that any early lessons are filtered expediently to the relevant parties. This will be in addition to any final outcomes and recommendations.

- ◆ Used to inform regional authorities and any other external organisations, as appropriate, of any relevant/pertinent lessons for wider dissemination.

Role of Analysis

The root cause analysis will begin with a comprehensive examination of the practice of the Trust which will be steered by those directly involved although, reflecting on learning's to date, will also include details of:

- ◆ complaints handling process
- ◆ litigation process (including preparation for Inquest)
- ◆ media/public relations processes and
- ◆ related cpd/cme processes regarding updating of professional standards

Moving on, findings from the root cause analysis will build on positive changes already implemented and other areas of good practice. This will allow an action plan to be developed which will be communicated by the steering group to the Trust Chairman, Chief Executive and Clinical & Social Care Governance Committee. Their role will be to endorse and oversee the implementation of the recommendations and they will be accountable to the Chairman of the steering group and the Western Health and Social Services Board.

The Crawford family will also be provided with the opportunity to view and comment on the findings prior to implementation, allowing for any appropriate adjustments to be made.

Membership of Steering Group:

The following members have been identified to support independent views and secure a professional overview.

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

Timescales:

- ◆ The exercise, along with endorsement of any recommendations should be completed within 4-6 months from the steering group's initial meeting with a view to ongoing structured implementation