

**RCA Exercise – Lucy Crawford Case
Steering Group Membership Details**

Name	Organisation	Address	Phone No.	Email	Secretary's Email
Jenny Irvine, Chair and Non-Executive	Arc Healthy Living Centre				**
Dr Diana Cody Medical Director (Acting)	Sperrin Lakeland HSC Trust	Erne Hospital, Corngrade Road, Enniskillen, Co Fermanagh, BT74 6AY			
Margaret Kelly, Chief Nurse	Western Health & Social Services Board				
Jayne Fox	Clinical & Social Care Governance Support Team				
Sue Norwood Manager Training & Development	Global Air Training				
Howard Arthur, Director of Patient Safety & Team Resource Management	National Clinical Governance Support Team	Contactable through Jayne Fox's Office			

**RCA Steering Group Meetings
held in the Board Room, Erne Hospital, Enniskillen, on 2nd & 3rd August 2004.**

ACTION PLAN

	ACTION	DELEGATED PERSON	DUE DATE
1	Agreed Terms of Reference to be posted to Crawford family with letter from Jenny.	Rebecca	Completed 3 rd August
2	Agreed Terms of reference to be posted to the circulation list as agreed by group.	Rebecca	Completed 3 rd August
3	Copy of gastritis case study to be received from Sue.	Sue	Completed 4 th August
4	Dr Cody to brief Senior Management Team on Thursday 5 th August. i.e. - Amended 2day programme - Letter to Crawford Family - Terms of Reference - Agreed Invite Letter to participants - Draft List of possible participants for programme	Dr Cody	5 th August
5	Meeting to arranged with Dr Cody, Jenny, Margaret and Jayne for end of September to discuss progress of project.	Rebecca	Before Fri. 27 th August
6	Book venue and hospitality for programme days in North Fermanagh - Arc healthy Living Centre, Irvinestown, Co Fermanagh (convenient for 3 hospital sites) for 9 th , 10 th , 11 th , 12 th and 15 th and 16 th of November. The follow up day to take place on 15 th December (Same Venue)	Rebecca/Jenny	Completed
7	Finalise list of participants to be invited on development programme.	Dr Cody and Jenny to link with	Meeting to take place at

			Rebecca	Friday 13 th August, Seminar Room, Erne Hp
8	List of confirmed participants to attend to be shared with group members, via email		Rebecca	Monday 16 th August
9	SMT to be notified of final list of invited participants.		Dr Cody to link with Rebecca	Friday 20 th August
10	Additional information to be collated which will be distributed with invite.		Sue to send to Rebecca	Monday 23 rd August
11	Invitation/Intro letter to be distributed to invited participants along with programme and confirmation of attendance slip.		Rebecca	Friday 27 th August
12	Additional information for Lucy's case to be accessed and sent to Sue in order to write case study.		Dr Cody & Rebecca to link with Mrs Millar and Mr Fee	Friday 10 th September
13	Letter to be drafted to invite CSCG associate committee members to attend Trust Board meeting on 16 th December for presentation of action plans.		Jenny, Dr Cody (linking with Rebecca)	Monday 13 th September
14	Steering Group Members to be advised of final list of confirmed attendees/participants.		Rebecca	Friday 8 th October
15	Any other additional information i.e. presentations, packs etc to be received by Sperrin Lakeland		Sue to forward to Rebecca	Monday 25 th October
15	Draft copy of Attitudes to Safety Questionnaire to be "tweeked" by Jayne before sending to other steering group members.		Sue/Jayne	Monday 25 th October