

From: Mills Hugh
Sent: 14 May 2004 10:16
To: MacSherry Eavan
Subject: FW: TOR - LC Case

Sensitivity: Confidential



O702.DOC

Eavan,

please print off the attachment.

Hugh

-----Original Message-----

From: McGurk Marese
Sent: 13 May 2004 13:59
To: 'Anne.O'Brien@
Cc: Cody Diana; Mills Hugh; Fee Eugene; Kelly Jim
Subject: FW: TOR - LC Case
Sensitivity: Confidential

-----Original Message-----

From: O'Rawe Bridget
Sent: 13 May 2004 12:17
To: McGurk Marese
Subject: RE: TOR - LC Case

marese, as my personal list still not down loaded can you forward to anne o'b for me.also copy to dr c,CE, eugeen and jimkelly(with note to anne as below).

NOTE FOR ANNE: Anne, pl find update d version to inc ref to enegaging family. can you proceed to share with your pages as ppoosed.I note commen tre consulatancy arrgt/cost...hugh needs to be clear on this,therefore ,can you confirm who in dept has given ok,whethter we're agreed it is commisioned thru' you and we will be recharged or do we,trust, still need to go thru' motions of proposal to dept for approval(this wi=ould concern me as could delay progress). Former appraoch preferable! cna you avise asap. The chariman intends to brief our cscg cmmtee in camera next thursday and we need to be clear on process for engaging consultants. I'm grateful foryou continued guidance in this.Hope you can get back to me soon. bridget

-----Original Message-----

From: McGurk Marese
Sent: 13 May 2004 11:59
To: O'Rawe Bridget
Subject: TOR - LC Case

SERRIN LAKE LAND
HEALTH AND SOCIAL CARE TRUST
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.

This proposed Root Cause Analysis (RCA) exercise is being commissioned for this purpose.

Principles:

This exercise will be:

- ♦ overseen by a Steering group established by the Trust Chairman (membership set out below)
- ♦ primarily an internal process to identify lessons
- ♦ undertaken in a manner to provide independent analysis
- ♦ focused on process and systems, as per the agreed scope set out below
- ♦ used to inform regional authorities, as appropriate, of any relevant/pertinent lessons for wider dissemination
- ♦ undertaken in a way to ensure early transference of lessons emerging from the analysis rather than await final report production.

067K - 068 - 136

Scope:

- ◆ The root cause analysis will examine:
 - ◆ adverse incident investigation process
 - ◆ complaints handling process
 - ◆ litigation process (including preparation for Inquest)
 - ◆ media/public relations processes and
 - ◆ related cpd/cme processes regarding updating of professional standards
- ◆ Key staff involved in the processes set out above will be invited to participate and contribute to the RCA exercise (*consideration will be given to engaging family in this process*)
- ◆ Findings for the RCA will be presented to the Steering group along with any recommended remedial actions.
- ◆ A final report will be provided to the Trust Chair and Chief Executive.

Membership of Steering Group:

The group will be chaired by a Non Executive Director of the Trust. The following additional members have been identified to secure independent views, a consumer perspective and professional overview:

- ◆ Trust Medical Director
- ◆ Chief Nurse, WHSSB
- ◆ Chief Officer, WHSSC
- ◆ Representative of the CSCG Support team

Process & Resources:

- ◆ External expertise on RCA methodology will be sourced via the NI CSCG support team. The Trust will meet costs in this respect.
- ◆ Guidance and support will be provided by the CSCG support team representative – costs for this will be met by the Director of the NI CSCG support team.
- ◆ Limited administrative support will be provided by the Corporate Affairs directorate through the CSCG Project Officer.
- ◆ A workplan will be agreed with the RCA Consultant(s) at an early stage. This will include:
 - ◆ Core groups for engagement/participation
 - ◆ Timescales/key timelines

Timescales:

- ◆ The exercise should be completed within 4-6 months of initiation.

bor/mmcg/0702

067K - 068 - 137