From: Sent:

Mills Hugh

To: Subject: 14 May 2004 10:16 MacSherry Eavan FW: TOR - LC Case

Sensitivity:

Confidential



0702.DOC

Eavan,

please print off the attachment.

Hugh

----Original Message---m: McGurk Marese ent: 13 May 2004 13:50

ro: 'Anne.O'Brien@

Cc: Cody Diana; Mills Hugh; Fee Eugene; Kelly Jim

Subject: FW: TOR - LC Case Sensitivity: Confidential

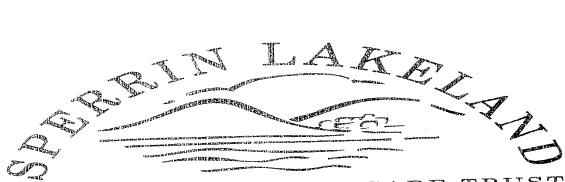
----Original Message----From: O'Rawe Bridget Sent: 13 May 2004 12:17 To: McGurk Marese

Subject: RE: TOR - LC Case

marese, as my personal list still not down loaded can you forward to anne o'b for me.alos 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 proposed. I note comment re consulatancy arrgt/cost...hugh needs to be clear on this, therefore, can you onfirm who in dept has given ok, whether we're agreed it is commissioned 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 concnern 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 consulants: 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



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.

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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

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