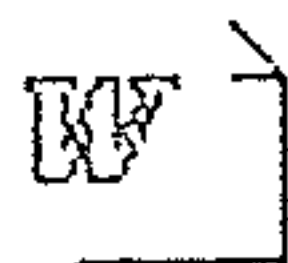


From: O'Rawe Bridget
Sent: 10 May 2004 17:18
To: Fee Eugene; Mills Hugh; Cody Diana; Kelly Jim
Subject: FW: 0702.doc: DRAFT TERMS OF REFERENCE.

Importance: High
Sensitivity: Confidential



0702_.doc

ear all, i am still awaiting a view from anne, rather than delay felt i sh'd share with you for also. Note there is the issue of use of mgt consultants etc whcih i ahve also asked anne for thoughts on . this is taking longer than i had hoped to move. view swelcoem meantime. note also i ahve sinc eadedd piece re engaging family in rca pprocess. bridget

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

From: O'Rawe Bridget
Sent: 28 April 2004 15:49
To: 'anne o'brien'
Cc: McGurk Marese
Subject: 0702.doc: DRAFT TERMS OF REFERENCE.
Importance: High
Sensitivity: Confidential

Dear anne, I put the attached together last night as i watched "cutting it"?? i believe! so pl treat as first draft, i chose not to define the rca process in any detail and it may be light on describing the responsibility of the steering group on reflection. But felt i'd welcome your views as is..before tweaking further. I know you will criticise constrcutively!!! v best, bridget

SHERBORN LAKELAND
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
 - ◆ 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
- ◆ 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/mmeg/0792

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