

From: McGurk Marese
Sent: 23 April 2004 14:23
To: Mills Hugh; Fee Eugene; Kelly Jim; 'Scott Donna'; 'anne.obrien'
Cc: MacSherry Eavan; McPeake Phil; Kettyle Jenny
Subject: Notes of Review Meeting ~ LC Case 20/04/04

Importance: High
Confidential



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Dear All

Please find attached notes of meeting.

Marese
for Bridget



Notes of Review Meeting held on 20th April 2004

PRESENT: Mr Hugh Mills, Chief Executive
Mr Eugene Fee, Director of Acute Hospital Services
Ms Bridget O'Rawe, Director of Corporate Affairs
Dr Kelly, Consultant & former Medical Director
Mrs Donna Scott, CSA Legal Advisor
Ms Anne O'Brien CSCG Support Team (NI)

1. The Nature of The Review

Members agreed following principles:

- ◆ Not to use term "review" as implied too great a formality
- ◆ Focus and primary purpose to be an internal process with internal audience. However agreed to share outcomes with appropriate authorities to assist sharing of lessons
- ◆ Primary objective/intention to reflect upon and learn lessons from the LC case to inform changes in processes/systems.
- ◆ Acknowledge need to interface appropriately with other ongoing or planned regional initiatives, e.g. regional review of complaints procedure; Making Amends discussions
- ◆ Scope of "review" to exclude the individual clinical issues as under consideration by GMC. Systems and Processes focused.
 - incident investigation process
 - complaints process, litigation process
 - media/public relations processes.

Also to include systematic issues relating to use of guidelines, cpd/cme etc.

2. Format & Membership

Considered and agreed process based on use of Root Cause Analysis. Steering group to be formed to oversee process, Q.A. same, and steer Trust response to findings/outcomes.

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Proposed membership to include:

Trust NED as Chair

Chief Executive

Medical Director

Representative of AO'B team

Plus invitations to Chief Officer of WHSSC and Chief Executive of WHSSB to participate. If WHSSB Chief Executive not able to commit time, steer toward Chief Nurse.

3. Timescales

Agreed should plan for completion within 4-6 months of inaugural meeting of Steering group.

4. Next Steps/Action

- (i) Develop draft TOR - *BO'R/AO'B*
- (ii) Invitation to whssc/whssb - *CE*
- (iii) Secure NED - *CE/Chairman*
- (iv) Source RCA expertise - *AO'B*
- (v) Plan for inaugural meeting of steering group - *CE*
- (vi) Develop papers for group based on previous briefing documents - *BO'R*
- (vii) Scope out and identify core staff groupings and individuals to be involved in RCA process - *EF/Dr K/BO'R*
- (viii) Brief staff of proposals and thinking to date -- relevant director/manager - *EF/BO'R*

Director of Corporate Affairs

22nd April 2004

NB Initial scoping of groups
Pharmacy
Ward Nursing Staff
Medical Staff
Complaints Staff
Litigation -- Donna Scott/Scrutiny Committee members
Public Relations -- Janet Hall/BO'R
Management Issues -- CE& Chair/Medical Director/AHSD

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