

**Actions of Risk Management Executive
Tuesday 4 September 2012**

Present:	Mr S Peak (Chair)	Interim Chief Executive
	Mrs J Clarke	Director of Compliance & Risk Management
	Ms C Jowett	Chief Compliance Officer
	Ms S Mashadi	Legal & Compliance Manager
	Dr A Fraser	Medical Director
	Dr S Awwad	Centre Chief, Oncology
	Dr N Srihari	Value Stream Lead, Cancer
	Dr P O'Neill	Director of Infection Prevention Control
	Dr J Jones	Centre Chief, Medicine
	Mrs C Smith	Deputy Centre Chief, W&C / Head of Midwifery
	Dr R Law	Centre Chief, Emergency & Critical Care
	Mr K Lister	Emergency Planning Manager, ECC
	Mr E Craig	Centre Chief, Ophthalmology
	Mrs G Joseph	Matron, Head & Neck – Rep. Mr A Prichard
	Mr M Cheetham	Value Stream Lead, Scheduled Care
	Mr P Moreau	Centre Chief, Musculoskeletal
	Prof. A Malcolm	Centre Chief, Diagnostics (Pathology)
	Mr B McElroy	Centre Chief, Pharmacy
	Mrs H Coleman	Clinical Manager, Medicine
	Mrs L Gill	Governance Manager, Surgery – Rep. Mr T Fox
	Ms V Maher	Workforce Director
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Ms V Morris	Chief Nurse / Director of Quality & Safety
	Mr M Prescott	Value Stream Lead, Tele Health Care
	Mr A Tapp	Centre Chief, Women & Childrens
	Mr A Prichard	Centre Chief, Head & Neck
	Dr R Campbell	Associate Medical Director, Clinical Quality
	Mrs D Vogler	Director of Strategy
	Mr A Osborne	Communications Director
	Dr D Hinwood	Centre Chief, Diagnostics (Radiology)
	Mr C Beacock	Deputy Medical Director, Clinical Performance
	Mrs D Lloyd	Centre Chief, Therapies

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2012.106	2012.32	<i>Electronic notification of discharge summaries</i> – To liaise with N Nisbet in relation to capital funding	S Peak / N Nisbet Sept 2012
2012.106	2012.36	<i>Relocation of Pre-Op Assessment at PRH</i> – To follow up / present plan to HEC	A Fraser Sept 2012
2012.106	2012.36	<i>Limited flexi-cystoscopy capacity at SATH</i> – To provide a written update for Oct RME	L Gill Oct 2012
2012.106	2012.47	<i>WHO Surgical Safety Checklist</i> – To liaise with the Communications Team re: rolling checklist out during Surgical Safety Week (w/c 24 Sept 2012)	M Cheetham Sept 2012
2012.106	2012.47	<i>Surgical Site Marking Policy</i> – To forward amended copy of the Policy to C Jowett for Policy Group approval	M Cheetham Sept 2012

2012.106	2012.47	<i>Policy for the Use of Checklists for Invasive Procedures in SATH</i> – To obtain a copy of the amended Policy from M Cheetham for Policy Group approval	C Jowett Sept 2012
2012.106	2012.48	<i>SATH Intervention Checklist</i> – To forward checklists (Main Theatres, Endoscopy and Radiology) to S Matthey to circulate to RME members	M Cheetham Sept 2012
2012.106	2012.54	<i>Blood Transfusion Training</i> – <ul style="list-style-type: none"> To forward a copy of the Blood Transfusion Training paper to S Matthey to circulate to RME members To provide an update in relation to Statutory & Mandatory training to the October RME 	V Maher Sept 2012 V Maher Oct 2012
2012.106	2012.79	<i>CRR581 – Control / Responsibility for Apley Clinic Drugs</i> – To draft a 'thank you' letter to the Apley Clinic staff for their efforts in changing shift patterns	L Gill Sept 2012
2012.106	2012.83	<i>CRR500 – Renal Service Water / Reverse Osmosis Unit at RSH</i> – To review risk score (20) once mitigating actions are in place	H Davies Sept 2012
2012.106	2012.84	<i>CRR583, 585 & 586 HSAG/PSAG & VitalPAC</i> – <ul style="list-style-type: none"> To discuss further at the VitalPAC Project Board To take risks which relate to staffing to the Recruitment Panel 	A Fraser Sept 2012 A Fraser Sept 2012
2012.106	2012.97	<i>CRR463 – PRH Dental Chair</i> – To produce an update paper for October RME	G Joseph Oct 2012
2012.108		<i>Therapy Risk Register</i> – <ul style="list-style-type: none"> To discuss register at October RME To provide update paper in relation to CRR549 MacMillan Therapy Team following discussion at ODG To review inherent / residual risk scores if controls are in place 	D Lloyd Sept 2012 D Lloyd Sept 2012 D Lloyd Sept 2012
2012.109		<i>ECC Risk Register</i> – <i>CRR57 – Inability to recruit permanent medical staff leading to reliance on medical locums after 10pm in A&E</i> – To update the risk register with actions taken	K Malpass Sept 2012

		<i>CRR312 – Junior doctors overwhelmed by number of admissions – To liaise with Dr Jones-Perrott (Medicine Centre to review the adequacy of junior doctor cover on AMU)</i>	C Jowett / S Jones-Perrott Sept 2012
		<i>CRR3 – ITU at RSH does not meet national ITU standards for bed space and air flow – To add risk relating to sluice/flooring/cupboards on the local risk register</i>	A Aldridge Sept 2012
2012.111		<i>CRR622 – Unscheduled Care Resourcing – To present to October RME</i>	A Stenton Oct 2012
2012.112		<i>CRR623 – Failure to achieve KPIs within Unscheduled Care Project – To present to October RME</i>	A Stenton Oct 2012
2012.116		<i>CRR493 – Resilience risk with Trust Decontamination Tents – To provide a more detailed report for discussion at Oct RME</i>	K Lister Oct 2012
2012.117		<i>CRR489 – Nurse Staffing for Escalation Beds – To meet to agree a way forward</i>	Exec Directors Sept 2012
2012.118		<i>CRR346 – Anticoagulation Service</i> <ul style="list-style-type: none"> • To liaise with the Commissioning Team regarding date of 3 month notice served to cease this service • To present to Oct RME to formally agree a risk score • To write to PCTs to enquire what their plan is to support the organisation in interim 	A Malcolm Sept 2012 A Malcolm Oct 2012 A Malcolm Sept 2012
2012.119		<i>Compliance & Legal Report – To liaise with Centre Chiefs to complete the blank 'actions' section of the report (Pg 5)</i>	S Mashadi / Centre Chiefs Sept 2012
2012.123		<i>HCAI Update –</i> <ul style="list-style-type: none"> • To liaise with N Holding to look at the processes for MRSA screening • To sample 6 Chemotherapy Day Centre patients within the next two weeks to identify failings 	P O'Neill Sept 2012 P O'Neill Sept 2012
2012.125		<i>Reconfiguration (Ophthalmology) – Unavailability of kit to provide service elsewhere – for further discussion at Oct RME</i>	E Craig Oct 2012

ACTIONS NOT YET DUE

2012.22		<i>Risk Management Reports & Rule 43 Letters</i> – To prepare reports for discussion at future RME meetings	C Jowett Subsequent RME Meetings
2012.93	2012.54	<i>Blood Transfusion Training</i> – <ul style="list-style-type: none">To provide a quarterly update at the December 2012 RME	V Maher Dec 2012
2012.67	2012.60	<i>Governance Agenda</i> – Review of governance agenda template	ALL Jan 2013
2012.69	2012.13	<i>Health Records & Booking and Scheduling Action Plans / Strategy</i> – To provide an update at January 2013 RME	C Bellis Jan 2013