

The Shrewsbury and Telford Hospital NHS Trust

DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEEHELD ON TUESDAY 28th FEBRUARY 2012

Min.No.	ACTION/DECISION	Responsibility	DEADLINE
2011.6.3A	Review of Care Received by Elderly Patients Undergoing Surgery: Develop comprehensive action plan that will address all identified areas of concern, detail of gap analysis findings and plans to resolve. To March HEC for discussion.	MD / DQS	27/3/12
2011.6.8B	Private Patient Strategy: Work ongoing around repatriation of private work and Deloitte's sizing opportunities in context of government removing private patient cap - progress update required for March HEC.	T Fox / S Biffen	27/3/12
2011.6.8JA	Streamlined Learning: Provide update on possible shared learning tool/portal to enable streamlined and more efficient clinical training/learning following discussions with SHA.	WD	27/3/12
2011.7.4A	Remapped Admission Trees: Draft remapped admission trees now gone live on 3 month trial. Progress report to May HEC.	T Fox / M Cheetham	29/5/12
2011.8.7B	The Medicine Codes Policy: - Meet to discuss and agree how best to move Trust policies from existence into optimum practice and compliance. Update to March HEC required. - Progress report on Drug Chart review and Medicine Codes Audit to March HEC.	DQS / MD B McElroy	27/3/12 27/3/12
2012.1.3A	McKinsey Hospital Institute: Paper/plan to March HEC for approach, following SaTH healthcheck, on how we move a working partnership forward.	DoT / DoS	27/3/12
2012.2.1B	HEC: Review the format and content of HEC agenda/structure with view to removing unnecessary weight.	WD / BRS	27/3/12
2012.2.2B	Business Case for the Refurb & Re-use of Lofthouse Space: explore feedback and issues around ability to sufficiently repatriate Nuffield activity, financial viability of the case and strategy to increase ambulatory care capacity. Revised & embellished business case to be brought back to March HEC.	IDoO / S Biffen	27/3/12
2012.2.2C	Diamond Jubilee: a proposed additional one day special public holiday on Tuesday 5 th June 2012 to mark the Diamond Jubilee for all staff (all employees to receive the equivalent of an additional day's annual leave but no enhanced pay rate) was AGREED .	ALL	28/2/12
2012.2.2D	A&E Options Appraisal: Progress report NOTED and direction of travel SUPPORTED. - full option appraisal including finances to be worked up.	ALL R Law	28/2/12 --
2012.2.3A	Blood Transfusion Errors, Wastage, Training and Compliance: - the detail to delivering minimum standards be discussed and worked through at the ODG. - include compliance & improvement as a measure in monthly Centre Performance Reviews - bring progress report back to HEC in May.	IDoO / CD FD / IDoO N Tufft / K Cooper	27/3/12 27/3/12 29/5/12
2012.2.3C	Dedicated RSH Trauma Unit: - The Committee NOTED progress and AGREED that the financial consequences associated with bridging staffing gaps identified will impact across most Clinical Centres within the Trust. - Detail of resolution to be brought back to HEC as final paper in March.	ALL IDoO / M Prescott	28/2/12 27/3/12

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2012.2.6A	PMO – FT Application: The Committee AGREED that the FT Application Programme enter the PMO Improvement Programme.	ALL	28/2/12
2012.2.3F	Medical Job Planning: the Committee NOTED the actions being taken on Medical Job Planning and AGREED to the common outcomes.	ALL	28/2/12
2012.1.3G	Procedure Packs/Safety Bundles/WHO Checklist: - incorporate comment and feedback on generic checklist featuring on outside of safety bundle packs, and detailed 'how to' checklist on the inside. Final wording/checklist in update to March HEC. - provide update on revised WHO safety checklist (surgical / non surgical), and how, where & when it is used. To March HEC.	DQS DQS / MD	27/3/12 27/3/12
2012.2.4B	Finance/Budget: Option 3 (to base the budget for next year on Month 10) AGREED - meet as a group with Dianne Lloyd, Ewan Craig, Mark Cheetham, Andrew Tapp, Bruce McElroy and Saif Awwad to discuss, explore and work through the challenges that this budget base would create. Update at March HEC.	ALL FD	28/2/12 27/3/12
2012.2.7A	LINAC Replacement: The business case to purchase replacement LINAC equipment was AGREED to proceed.	ALL	28/2/12
2012.2.5B	Infection Control: Meet to discuss and agree the optimum and appropriate use of ward side rooms (in an environment of closed beds/reduced isolation space).	DQS / P O'Neill	27/3/12
2012.2.5D	External Review of MAU: Direction of proposed action plan AGREED - present progress report on developments with on call working arrangements	ALL R Law	28/2/12 27/3/12
2012.2.8I.1	LIPS – 2nd Cohort - nominate a team of 5-6 individuals to Ed Rysdale for involvement in the next phase of LIPS (2 nd Cohort).	CC's / VSL's	27/3/12
2012.2.8I.2	Surgical Relocation - take recommendation for surgical relocation to be in place by Monday 16 th July 2012 to Trust Board. Feed outcome back to HEC. - If/when approved, develop detailed action plan to deliver. - Meet to discuss and agree the essential criteria in achieving & safely delivering the surgical relocation.	Chair M Cheetham Chair / IDoO	27/3/12 TBC 27/3/12