

DRAFT DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE

HELD ON TUESDAY 29th MAY 2012

Min.No.	ACTION/DECISION	Responsibility	DEADLINE
2011.6.3A	Review of Care Received by Elderly Patients Undergoing Surgery: - produce a definitive and robust action plan with engagement from all Centres (incorporating #NOF business case, need to re-establish Acute Pain service, refocusing of existing skill sets (nutrition/Geriatricians/Orthopaedic surgeons etc)) and progress report to June HEC.	MD / DQS	26/6/12
2011.7.4A	Remapped Admission Trees - Progress report of the 3 month trial to June HEC.	T Fox / M Cheetham	26/6/12
2012.1.3A	McKinsey Hospital Institute - Progress update presentation on working partnership required in June.	DoT / DoS	26/6/12
2012.2.2D	A&E Options Appraisal - Full option appraisal including finances to be worked up. Update to August HEC.	R Law	28/8/12
2012.2.3C	Dedicated RSH Trauma Unit: - Detail of resolution to financial impact of bridging staffing gaps and detail around Rehab pathways/support to be incorporated into one comprehensive paper.	IDoO / M Prescott R Law / D Lloyd	29/5/12
2012.2.5B	Infection Control – Share Estates map of side rooms and report on the appropriateness of their use with HEC in June.	P O'Neill	26/6/12
2012.4.2C	Procedure Packs/Safety Bundles/WHO Checklist: - confirm that Theatre checklist is complete and in place as well as notification to Nuffield - all Centres to submit to the MD areas within procedures that should be monitored on checklist - based on the above collated list of areas, produce one definitive and all encompassing Procedural Checklist – present to HEC May - present timetable for delivering unique Radiology & Ophthalmology checklists	M Cheetham All CC's MD / M Cheetham M Cheetham / MD / E Craig / D Jones	29/5/12 13/4/12 29/5/12 29/5/12
2012.4.2A	Medicine Codes Audit & Security - continue with enhanced programme for completion by July 2012 and bring progress update & outcome of Audit to August HEC	B McElroy	28/8/12
2012.4.2D	NICE Guidance Updates: - progress report on centralised triaging to June HEC.	C Beacock	26/6/12
2012.4.2F	Revalidation and Appraisal: - Ensure at least 95% of due appraisals are completed as a matter of urgency. - Progress report on appraisal & revalidation completion to August HEC - Monitor & manage as part of the monthly Centre Performance Reviews - Arrange for Monthly Performance Packs to also include a named list of Centre-specific clinician appraisals to enable optimum management - Liaise with Training & Development around collating and maintaining one effective & accurate log of consultant appraisals in order to improve quality of report data	CC's C Beacock ALL WD WD	ASAP 28/8/12 Ongoing ASAP June

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2012.4.2G	Booking & Scheduling: - progress report and centralised booking plan to June HEC	S Peak	26/6/12
2012.4.4A	A&E Performance: - Share the SHA approved A&E action plan with HEC	IDoO	26/6/12
2012.5.6A	Policy Approval Group - the following policies, already agreed at the Policy Approval Group were all RATIFIED : <ul style="list-style-type: none"> • Clostridium Difficile • New Delhi Metallo-beta-lactamase (NDM) producing Klebsiella and other NDM producing Organisms • ESBL and other Resistant Gram Negative Organisms • Cleaning of Bed / Trolley Space • Cleaning, Disinfection and Sterilisation • Coroner's Inquests 	ALL	29/5/12
2012.5.2A	Business Case For Orthogeriatrician And Increased Trauma Time – bring revised business case back to June HEC for consideration having removed costs and enhanced benefits & gains to get to position of making 30% margin contribution.	IDoO	26/6/12
2012.4.3C	FCHS Implementation: - Share with HEC the ToR, members list and schedule of meeting dates of the FCHS Board. - Share with HEC the ToR, members list and schedule of meeting dates of the weekly FCHS Implementation Meeting.	DoT IDoO	26/6/12 26/6/12
2012.4.3D	Staff Survey: circulate and share with Centres a menu/framework for holding effective centre discussions on staff survey results & findings.	WD	June
2012.4.3F	Mortality Care Bundles: improvement actions NOTED and support & implementation of the initial 4 care bundles AGREED .	ALL	29/5/12
2012.5.4A	Clinical Outcome Forms: within the booking & scheduling group revisions being made to clinical outcome forms, incorporate the effective capture of date of decision to admit, and detail around required 2 nd or subsequent treatment. - establish a Cancer Focus Group that will explore the current issues and challenges for Cancer/Oncology	DoT IDoO	26/6/12 26/6/12
2012.5.6A	Any Qualified Provider Proposal For Adult Hearing Aid Services For The Over 55's: - concept and proposal AGREED to proceed to bid - meet with the Finance Director to explore best method for developing commercially robust bid	ALL A Prichard / L Davies / D McHale / FD	29/5/12 June
2012.5.6D	Operational Guidelines For The Ambulatory Care UNIT (ACU): - develop and embellish to incorporate wider impact incorporating any required Diagnostic and Pharmacy support. Bring revised paper back to June HEC.	R Law	26/6/12
2012.5.6E	Phase 3 Of The Digitilisation Of The Breast Screening Project: - proposal AGREED to proceed in its final step to Trust Board.	ALL	29/5/12