

**DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE**  
**HELD ON TUESDAY 24<sup>th</sup> JULY 2012**

| Min.No.   | ACTION/DECISION  | Responsibility  | DEADLINE   |
|-----------|--|---|--|
| 2012.2.2D | <b>A&amp;E Options Appraisal</b> - Full option appraisal including finances to be worked up. Update to August HEC. <b>[Deferred to September]</b>  | R Law   | <del>28/8/12</del><br>25/9/12                    |
| 2012.2.3C | <b>Dedicated RSH Trauma Unit:</b><br>- Revised paper required in September incorporating resolution to financial impact of bridging staffing gaps, detail around Rehab pathways/support, location of teams, and Rehab cover of head trauma.  | T Fox / M Prescott<br>R Law / D Lloyd<br>/ J Jones                  | 25/9/12  |
| 2012.4.2A | <b>Medicine Codes Audit &amp; Security</b> - continue with enhanced programme for completion by July 2012 and bring progress update & outcome of Audit to August HEC.  | B McElroy   | 28/8/12  |
| 2012.6.2A | <b>Workforce Strategy:</b> Bring enhanced & developed strategy plan back to HEC in August.   | WD  | 28/8/12  |
| 2012.7.2A | <b>FT Membership Strategy:</b> APPROVED to proceed to Trust Board.   | ALL   | 24/7/12  |
| 2012.7.2B | <b>Caring For People With Dementia – Action Plan:</b> Bring back to HEC in October after integrating outputs from the wider LHE Dementia Strategy.   | DQS / MD  | 23/10/12   |
| 2012.7.2E | <b>Bed Closure/Reconfiguration:</b> Bring back for discussion the results and findings of the surgical reconfiguration and SAU following a 2 month period.   | T Fox   | 25/9/12  |
| 2012.7.2F | <b>Plan For Appropriate Use Of Side Rooms:</b><br>- Meet to discuss and agree definitive guidelines around the appropriate use and adequate provision of isolation space (particularly in Surgery)<br>- Incorporate the outcomes of the above into the Infection Control Policy, particularly around the provision of adequate and appropriate isolation and infection control space in surgery such as prosthetic aortic implants and patients requiring a higher level of protection from cross infection<br>- Bring revised & embellished paper back to August HEC<br>- Ensure refurbishment of side rooms and office space to become contingency surge capacity and isolation space is integrated into the Trust Winter Capacity plan, and bring back final plan on the appropriate use of side rooms and isolation space in times of surge to August HEC. | T Fox / P O'Neill<br><br>T Fox / P O'Neill<br><br>P O'Neill<br>IDoO | 28/8/12<br><br>28/8/12<br><br>28/8/12<br>28/8/12 |
| 2012.7.2G | <b>McKinsey Hospital Institute:</b><br>- Circulate and share with all CC's and VSL's detail of the available networking groups available via McKinsey Institute<br>- D Lloyd to be involved in the Integrated Care network in conjunction with the Community Trust<br>- Reminder email to be re-circulated to HEC Members advising of the process and request for TAG ID, to enable online access to the McKinsey Knowledge & Networking Bank.   | DoBE<br><br>D Lloyd / DoBE<br><br>DoBE                              | 28/8/12<br><br>28/8/12<br><br>28/8/12            |
| 2012.7.2H | <b>John Bowen's Neurology Handbook:</b><br>- explore and resolve legal obligations and implications of the existence and use of such a handbook within the Trust<br>- Liaise with John Bowen to resolve pharmaceutical inaccuracies<br>- Ensure robust guidelines for use are in place to prevent high risk skeletal manipulations being conducted by untrained staff and removing the possibility of inappropriate diagnosis & treatment (i.e. Who is the handbook aimed at?, who delivers the treatments?)   | DCRM<br><br>B McElroy<br>J Jones / H Davies                         | 28/8/12<br><br>28/8/12<br>28/8/12                |

| Min.No.   | ACTION/DECISION   | Responsibility   | DEADLINE  |
|-----------|---|--|---|
| 2012.7.3A | <b>REVISED PROPOSAL FOR RECONFIGURATION OF CARDIOLOGY:</b><br>- J Price and H Davies to review cashflow and Capital issues<br>- S Hayes and H Davies to explore and resolve workforce issues<br>- ensure requirements & needs of the W&C move are built into the plan<br>- Revised paper including the above solutions to come back to August HEC<br>- the Committee <b>AGREED</b> the proposed Cardiology reconfiguration including the provision of a PCI service 'In Principle', with a letter to that effect to go to the Network as evidence of commitment.  | J Price / H Davies<br>S Hayes / H Davies<br>H Davies / M Heber<br>H Davies / J Jones<br>S Peak | 28/8/12<br>28/8/12<br>28/8/12<br>28/8/12<br>28/8/12 |
| 2012.7.5A | <b>Finance Report – Month 3:</b> Arrange a TLT session dedicated to exploring all non-profitable areas of activity within the Trust, i.e. non-complex dental extractions.   | DoBE   | September   |
| 2012.7.6A | <b>Sustainable Procurement Strategy:</b> the proposed Sustainable Procurement Strategy and Pre-Qualification Questionnaire <b>APPROVED</b> to proceed to Trust Board.   | ALL  | 24/7/12   |
| 2012.7.6C | <b>HEC Terms of Reference:</b> Including revisions since October 2011 <b>APPROVED</b> as correct.   | ALL  | 24/7/12   |
| 2012.7.6D | <b>Policy Approval Group – Revised Policies:</b> The following Policies were all <b>RATIFIED</b> by the Committee for implementation throughout the Trust: <ul style="list-style-type: none"> <li>➤ The Linen Policy</li> <li>➤ The Workplace Transport Policy</li> <li>➤ The revised Sickness Absence Policy</li> </ul> <p>Also <b>RATIFIED</b> by the Committee on 26<sup>th</sup> June 2012 were the following Trust Policies:</p> <ul style="list-style-type: none"> <li>➤ Guidelines for the Care of Adults with a Learning Disability on Admission to SATH</li> <li>➤ Missing Adult Patients Policy</li> <li>➤ Performance Management of Root Cause Analysis of MRSA bacteraemia</li> <li>➤ Dignity at Work (HR 45)</li> <li>➤ Preceptorship (HR 67)</li> <li>➤ Policy for the Management of Staff involved in Medication Errors</li> <li>➤ Maternity Policy (HR24)</li> <li>➤ Adoption Policy (HR25)</li> <li>➤ Maternity Support (Paternity) Leave Policy (HR26)</li> <li>➤ Parental Leave Policy (HR27)</li> </ul> | ALL  | 24/7/12   |
| 2012.7.6E | <b>RISK REPORT:</b> The Committee <b>NOTED</b> the risks identified, the controls in place to manage the risks, and the actions required to reduce the risks to an acceptable level.<br>The Committee also <b>SUPPORTED</b> the recommendations in addressing the identified significant risks within Obstetrics (CRR 255, 266, 353) and requested that the case proceed to Trust Board.  | ALL  | 24/7/12   |
| 2012.7.6F | <b>Transformation Of Booking &amp; Scheduling Systems:</b> The Committee <b>AGREED</b> to support the booking & scheduling project and call centre proposal, and to proceed with the centralised booking team location of either option 2 or 3, on the proviso that the final plan incorporates feedback from the Anaesthetics and GI colleagues.   | ALL  | 24/7/12   |