

**Actions of Risk Management Executive
Tuesday 7 August 2012**

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| Present: | Mr S Peak (Chair) | Interim Chief Executive |
| | Mrs J Clarke | Director of Compliance & Risk Management |
| | Dr A Fraser | Medical Director |
| | Ms S Mashadi | Legal & Compliance Manager |
| | Ms J Hancox | Lead Cancer Nurse / Governance Manager, Oncology |
| | Ms S Faulkner | Centre Manager, Oncology |
| | Mr M Prescott | Value Stream Lead, Tele Health Care |
| | Dr P O'Neill | Director of Infection Prevention Control |
| | Dr R Campbell | Associate Medical Director, Clinical Quality |
| | Mr A Prichard | Centre Chief, Head & Neck |
| | Dr R Law | Centre Chief, Emergency & Critical Care |
| | Mr E Craig | Centre Chief, Ophthalmology |
| | Mr A Osborne | Communications Director |
| | Mr M Cheetham | Value Stream Lead, Scheduled Care |
| | Mr A Tapp | Centre Chief, Women & Childrens |
| | Prof. A Malcolm | Centre Chief, Diagnostics (Pathology) |
| | Ms F Gabbitas | Matron, Ophthalmology & Patient Access Centre |
| | Mr N Appleton | Head of IT |
| | Mr G Madin | IT Support Manager |
| | Dr D Hinwood | Centre Chief, Diagnostics (Radiology) |
| | Dr S Jones-Perrott | Associate Centre Chief, Medicine |
| | Mr C Beacock | Deputy Medical Director, Clinical Performance |
| | Mr B McElroy | Centre Chief, Pharmacy |
| | Mrs H Davies | Centre Manager, Medicine |
| Secretary: | Mrs S Mattey | PA to Chief Compliance Officer |
| Apologies: | Ms V Morris | Chief Nurse / Director of Quality & Safety |
| | Ms C Jowett | Chief Compliance Officer |
| | Ms V Maher | Workforce Director |
| | Dr J Jones | Centre Chief, Medicine |
| | Dr S Awwad | Centre Chief, Oncology |
| | Mrs D Lloyd | Centre Chief, Therapies |
| | Mr T Fox | Centre Chief, Surgery |
| | Mrs D Vogler | Director of Strategy |
| | Mrs C Smith | Deputy Centre Chief, Women & Childrens |
| | Mr A Stenton | Director of Operations |
| | Mrs S Bloomfield | Deputy Chief Nurse |

| Minute | Original Minute | Action / Recommendation | Responsibility / Deadline |
|---------|-----------------|--|--------------------------------|
| 2012.92 | | To amend previous minutes to reflect Dr Campbell's status | S Mattey Sept 2012 |
| 2012.93 | 2012.32 | <i>Electronic notification of discharge summaries / Clinical correspondence project – To forward Business Case and Project Initiation Document to August HEC</i> | N Appleton Aug 2012 |
| 2012.93 | 2012.36 | <i>Relocation of Pre-Op Assessment at PRH – To pick up issues from an Executive perspective and act as a lead with constituent parties</i> | A Fraser Sept 2012 |
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| 2012.93 | 2012.36 | <i>Limited flexi-cystoscopy capacity at SATH</i> – To liaise with T Fox to provide update at Sept RME | M Cheetham / T Fox Sept 2012 |
| 2012.93 | 2012.47 | <i>WHO Surgical Safety Checklist (Draft 3)</i> – <ul style="list-style-type: none"> To roll out during Surgical Safety Week w/c 24 Sept 2012 To incorporate into the Policy for the Use of Checklists for Invasive Procedures in SATH and forward to C Jowett for Sept Policy Group / HEC | M Cheetham 24 Sept 2012 M Cheetham 3 Sept 2012 |
| 2012.93 | 2012.47 | <i>Surgical Site Marking Policy:</i> To liaise with C Beacock re: amendment to several items within the policy, and make the amendments to the policy <i>Policy for the Use of Checklists for Invasive Procedures in SATH:</i> To forward comments to M Cheetham To make any amendments to the Policy and forward to C Jowett for Sept Policy Group | M Cheetham Sept 2012 ALL 31 Aug 2012 M Cheetham 3 Sept 2012 |
| 2012.93 | 2012.48 | <i>SATH Intervention Checklist</i> – To forward copy to S Mattey for circulation to RME members with copies of the Endoscopy & Radiology checklists | M Cheetham 31 Aug 2012 |
| 2012.93 | 2012.54 | <i>Blood Transfusion Training – Sampling Competency</i> - To liaise with V Maher regarding the requirement of a reliable database of training / monitoring, along with an action plan for each Centre <i>Electronic solution to mitigate risk</i> – To liaise with V Maher to provide an update at the Sept RME | J Clarke / V Maher 31 Aug 2012 J Clarke Sept 2012 |
| 2012.93 | 2012.70 | Middle Grade Staffing for Gynae / Business Case for enhancing Q&S in Obs – To discuss outside of RME | S Peak / A Tapp |
| 2012.93 | 2012.79 | <i>CRR581 – Control / Responsibility of Apley Clinic Drug Keys</i> – To liaise with T Fox re: confirmation of drug keys being in place | B McElroy Aug 2012 |
| 2012.93 | 2012.79 | <i>Meetings re: structured private facility</i> – To provide update at Sept RME | T Fox Sept 2012 |
| 2012.93 | 2012.82 | <i>CRR105 – Potential failure to meet A&E target</i> – To bring a collective of ECC risks to Sept RME | R Law Sept 2012 |

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| 2012.93 | 2012.83 | <i>CRR500 – Renal Service Water / Reverse Osmosis Unit at RSH</i> – To update the risk following confirmation of date from Estates and provide update at Sept RME | H Davies Sept 2012 |
| 2012.93 | 2012.84/ 85/86 | <i>CRR583, CRR585, CRR586 re: HSAF/PSAG/VitalIPAC</i> – To investigate risks further and provide update at Sept RME, if required To liaise with CIP Team and discuss with R Fraser | A Fraser Sept 2012 N Appleton Aug 2012 |
| 2012.97 | | <i>CRR463 Replacement of PRH Dental Chair</i> – To present risk to Aug Capital Planning Group and provide an update at Sept RME | A Prichard Aug / Sept 2012 |
| 2012.98 | | <i>CRR594 – Poor Reputation</i> – To continue to notify the Communications Team of ‘good news’ stories | ALL |
| 2012.99 | | <i>Health Assure –</i> <ul style="list-style-type: none"> • To attend Centre Clinical Governance meetings to provide further information, if required • To liaise with M Beales re: incorporating awareness of the HealthAssure system at induction • To forward CQC booklets to Centre Chiefs for dissemination to medical staff within their Centre | J Clarke / C Jowett Sept 2012 J Clarke Sept 2012 S Matthey Aug 2012 |
| 2012.102 | | <i>HCAI Report / Datix Reports</i> – To pilot Datix reports for MRSA’s | P O’Neill Sept 2012 |
| 2012.103 | | <i>Any Other Business – Transfer of Head & Neck Services to PRH</i> – To discuss outside of RME | S Peak / A Prichard |

ACTIONS NOT YET DUE

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| 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 | 2012.35 | <i>Oncology Risk Register (Healthcare at Home)</i> – To liaise with B McElroy and provide update at Oct RME | S Faulkner Oct 2012 |
| 2012.93 | 2012.54 | <i>Blood Transfusion Training –</i> <ul style="list-style-type: none"> • To provide an update at the November 2012 RME | V Maher Nov 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 |