

The Shrewsbury and Telford Hospital NHS Trust

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

<b>Min.No.</b>	<b>ACTION/DECISION</b>	<b>Responsibility</b>	<b>DEADLINE</b>
2011.6.3A	<b>Review of Care Received by Elderly Patients Undergoing Surgery:</b> - establish working group to explore the issues and gap analysis findings reported, to feed into action plan - 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 May HEC.	Chair MD / DQS	May 29/5/12
2011.6.8B	<b>Private Patient Strategy</b> – Exec to meet and consider paper proposal, and make final decision to enable progress.	ED's <i>Feedback to T Fox</i>	20/5/12
2011.6.8JA	<b>Streamlined Learning</b> - Provide update on possible shared learning tool/portal to enable streamlined and more efficient clinical training/learning following discussions with SHA. Deferred to May HEC.	WD	29/5/12
2011.7.4A	<b>Remapped Admission Trees</b> - Draft remapped admission trees now gone live on 3 month trial. Progress report to May HEC.	T Fox / M Cheetham	29/5/12
2012.1.3A	<b>McKinsey Hospital Institute</b> - Progress update presentation on working partnership required in June.	DoT / DoS	26/6/12
2012.2.2D	<b>A&amp;E Options Appraisal</b> - Full option appraisal including finances to be worked up. Update to August HEC.	R Law	28/8/12
2012.2.3C	<b>Dedicated RSH Trauma Unit:</b> - 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	<b>Infection Control</b> – Share Estates map of side rooms and report on the appropriateness of their use with HEC in June.	P O'Neill	26/6/12
2012.2.5D	<b>External Review of MAU</b> - Meet to discuss and agree how best to resolve improvement implementation issues. - Present progress report on overall improvement plan to June HEC	IDoO / FD / R Law DQS	29/5/12 26/6/12
2012.2.8I.1	<b>LIPS – 2<sup>nd</sup> Cohort</b> - Advise Centres of remaining available LIPS slots and numbers required. - Nominate attendees from respective Centres - to be sent to the DQS	DQS CC's	10/5/12 18/5/12
2012.3.3E	<b>Staff Survey</b> - Commence Centre meetings to review survey findings with focus on staff satisfaction and areas of concern, and bring progress report to May HEC.	WD	29/5/12
2012.4.5C	<b>Blood Transfusion Errors, Wastage, Training and Compliance:</b> - Provide CC's with detailed list of respective Centre-specific performance & compliance data - Work with the above data to develop individual Centre specific corrective action plans - Progress report on the above to May HEC - Quarterly performance overview to May HEC	DQS CC's / DQS DQS N Tufft / K Cooper	May June 29/5/12 29/5/12

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2012.4.2C	<b>Procedure Packs/Safety Bundles/WHO Checklist:</b> - 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	<b>M Cheetham</b> <b>All CC's</b>  <b>MD / M Cheetham</b>  <b>M Cheetham / MD / E Craig / D Jones</b>	<b>29/5/12</b> <b>13/4/12</b>  <b>29/5/12</b>  <b>29/5/12</b>
2012.4.2E	<b>Surgical Relocation &amp; Bed Reconfiguration</b> – advise of meeting outcome with a progress update: planned definitive start date and detail of plans.	<b>M Cheetham / T Fox / IDoO</b>	<b>29/5/12</b>
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>B McElroy</b>	<b>28/8/12</b>
2012.4.2B	<b>18 Week RTT:</b> – develop GP communication on patient booking methodologies (C&B etc) - meet to discuss Corporate Policy (central directive or individual Centre-specific agreements to be managed via monthly performance reviews) to help support delivery of optimum performance within constraints of reduced costs, and bring proposed way of working to May HEC.	<b>CD (via Alison Jones)</b> <b>ED's</b>	<b>29/5/12</b> <b>29/5/12</b>
2012.4.2D	<b>NICE Guidance Updates:</b> - submit list of all Centre lead clinicians to the MD & C Beacock - liaise with Sally Allen to agree the most appropriate process for receipt, allocation and circulation of NICE updates (with a clinical responder responsible for each speciality) - verbal progress report to May HEC.	<b>CC's</b> <b>T Fox / C Beacock</b>  <b>C Beacock</b>	<b>29/5/12</b> <b>29/5/12</b> <b>29/5/12</b>
2012.4.2F	<b>Revalidation and Appraisal:</b> - liaise with a view to developing Centre-specific recovery plans, and Centres to follow up with delivery, encouraging every appraiser and appraisee to sign up to training, and the consultants to sign up to familiarisation sessions; all of which are on the intranet. - look at corporate performance information and how that can become consultant-specific performance data - Progress report on appraisal & revalidation completion to August HEC	<b>CC's/C Beacock</b>  <b>DQS</b>  <b>C Beacock</b>	<b>End May</b>  <b>End May</b>  <b>28/8/12</b>
2012.4.2G	<b>Booking &amp; Scheduling:</b> - share project plan with Centre Chiefs and Value Stream Leads to modify where necessary - commence implementation of finite plan - progress report to July HEC	<b>S Peak</b> <b>ALL</b> <b>S Peak</b>	<b>End May</b> <b>June</b> <b>24/7/12</b>
2012.4.3B1	<b>Refurb &amp; Re-use of Lofthouse:</b> - establish a working group to work through the detail and commence refurb and re-use of Lofthouse space, including the required Laserproofing and dignity requirements (surgical capacity including Nuffield repatriation). Final case to may HEC.	<b>IDoO</b>	<b>29/5/12</b>
2012.4.3B2	<b>Theatre 6:</b> - discuss requirements on appropriate use of Theatre 6 and expedite immediately - final costings for approval - verbal upate on progress to May HEC	<b>T Fox / C Needham</b> <b>T Fox / FD</b> <b>T Fox</b>	<b>10/5/12</b> <b>10/5/12</b> <b>29/5/12</b>
Min.No.	ACTION/DECISION	Responsibility	DEADLINE
2012.4.4A	<b>A&amp;E Performance:</b> - develop an urgent care pathway improvement action plan to address short, mid and long	<b>IDoO</b>	<b>29/5/12</b>

	term improvements. Share at May HEC. - feed Therapy support pathway improvements into the overall plan	D Lloyd	May
2012.4.6A	<b>Finance:</b> - agree the finite plan for Pay-Spend reduction	ALL	27/4/12
2012.4.7A	<b>Policy Approval Group</b> - the following policies, already agreed at the Policy Approval Group were all RATIFIED: <ol style="list-style-type: none"> <li>1. Asbestos policy and management plan</li> <li>2. Control and management of Legionella</li> <li>3. Electrical Safety (Fixed Installation) &amp; Lightning Policy</li> <li>4. Policy for the use of the Digital Camera being obtained via the Medical Device Library Service</li> <li>5. Deprivation of Liberty Safeguards (DOLS).</li> </ol>	ALL	24/4/12