

**THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST**

**Quality & Safety Committee  
Wednesday 22<sup>nd</sup> March 2012, 14.00  
Syndicate Room 5, SECC, RSH**

**MINUTES**

Present: Dr Peter Vernon (Chair) Non Executive Director  
Vicky Morris Director of Quality and Safety/Chief Nurse  
Dr Ashley Fraser Medical Director  
Dr Simon Walford Non Executive Director  
Martin Beardwell Non Executive Director  
John Davies Trust Chairman

In attendance: Sarah Bloomfield Deputy Chief Nurse  
Mr Chris Beacock Deputy Medical Director

Secretary: Bergitte McGovern Executive Assistant to Director of Quality and Safety

**Draft Summary of Actions**

Action Point	Action	Responsibility / Deadline
230312.01	The Deputy Medical Director suggested doing a sweep around rest of county (Bridgnorth, Whitchurch etc) and checking operations and procedures were the same. The Chair agreed this should be done.	CB 24/05/12
230312.02	The Chair requested a review by the Committee prior to the Royal College of Ophthalmology coming in and requested that the committee visit ICAT to view it. The Director of Quality and Safety/Chief Nurse agreed to arrange this.	VM 24/05/12
230312.03	The Deputy Medical Director suggested focusing on how many patients had a VTE as this would encourage a patient focus rather than process focus and provide us with the outcomes required. Medical Director to consider action and update Committee.	AF 24/05/12
230312.04	The Chair requested the Deputy Chief Nurse update the Ward Manager and Matron of Ward 15 that the Quality and Safety Committee were very pleased with the progress and looked forward to being able to draw a line under the past events.	SB asap
230312.05	The Director of Quality and Safety/Chief Nurse and Medical Director agreed to meet with the Finance Director and the Director of Operations to ensure that there was sufficient time at the Centre Performance meetings to cover quality and safety issues.	VM & AF 24/05/12
230312.06	The Chair requested the Director of Quality and Safety/Chief Nurse review the Terms of Reference in relation to the workplan.	VM 24/05/12
230312.07	The Director of Quality and Safety/Chief Nurse agreed to develop a job description for the patient representative role and look at external benchmarks as part of the process.	VM 24/05/12
230312.08	The Chair requested the Director of Quality and Safety draft a Committee Self Assessment and Annual Report and meet up with the Chair before the next Quality and Safety Committee Meeting.	VM & PV 24/05/12
230312.09	The Director of Quality and Safety/Chief Nurse planned to match up Non Executive and Executive Directors to go through the Quality Governance Framework for specific sections.	VM 24/05/12
230312.10	The Director of Quality and Safety/Chief Nurse agreed to speak to Chris Needham regarding potentially knocking through the minor injury part of A&E into the suture room.	VM 24/05/12

230312.11	The Deputy Chief Nurse offered to compare the data from the two tables (1 and 2) with reference to pain management and the respective figures and bring it back to the next committee meeting.	SB 24/05/12
230312.12	The Chair referred to Table 5 (current status of complaint cases received month by month) and commented that he found these results disappointing. The Director of Quality and Safety/Chief Nurse did not feel the graph reflected what came through her office in terms of quality assurance and she offered to investigate.	VM 24/05/12
230312.13	The Director of Quality and Safety/Chief Nurse reported that a meeting was due to take place that evening regarding the A&E Physicians. The Committee agreed to review progress with both action plans in 4 months and requested the Director of Quality and Safety/Chief Nurse or the Deputy Chief Nurse to report back to the Committee then.	VM/SB 19/07/12
230312.14	The Chair requested Bergitte McGovern send out the dates of the next PEIP Meetings to the Quality and Safety Committee members.	BM 24/05/12
190112.01	The Committee members agreed to visit Ward 28 again in approximately 3 months time (Director of Quality and Safety/Chief Nurse to arrange). They also agreed that the next couple of visits should focus on surgical wards.	VM 22/03/12 or 24/05/12
190112.02	The Chair requested the Director of Quality and Safety/Chief Nurse speak to Adam Cairns, the Chief Executive. regarding marking the report as confidential and the Chair agreed to speak to John Davies, the Trust Chairman. Clarity was required regarding the information governance rules surrounding such a report. <b>Complete.</b>	VM 22/03/12 MB 22/03/12
190112.03	A query was raised regarding the year to date figures in Table 1 of the January Quality Report (number of complaints received by Clinical Centre and year to date), which the Director of Quality and Safety/Chief Nurse agreed to query. <b>Complete.</b>	VM 16/02/12
190112.04	An exercise to benchmark the reporting of Serious Incidents with similar Trusts had begun and would be reported on at the March Quality and Safety Committee Meeting by the Director of Quality and Safety/Chief Nurse. <b>Complete.</b>	VM 22/03/12
190112.05	The Director of Quality and Safety/Chief Nurse agreed to compare the data in the SHA dashboard to the Quality Report and consider whether or not the Quality Report should be tailored according to the SHA dashboard.	VM 22/03/12
190112.06	The Director of Quality and Safety/Chief Nurse was asked by the Committee to check who the anaesthetist was and if they saw the patient.	VM 26/02/12
190112.07	The Director of Quality and Safety/Chief Nurse would report back on the audit process that was taking place in relation to SI reporting delays at the committee meeting in March 2012.	VM 22/03/12
190112.08	The Chair requested the Director of Quality and Safety/Chief Nurse thank both Brenda Maxton and Tracey Lloyd on behalf of the Quality and Safety Committee for their good work in this area. <b>Complete.</b>	VM asap
190112.09	Simon Walford, Non Executive Director, offered to email the Director of Quality and Safety/Chief Nurse a short list of questions which he used as a form of Quality Assessment, which he referred to as an 'acid test'.	SW 16/02/12
190112.10	The Chair requested the Director of Quality and Safety/Chief Nurse to update the Committee in March with who was going to have organisational responsibility to drive the MAU action plan forward.	VM 22/03/12
190112.11	The Committee proposed one amendment to the Protected Mealtimes Policy on page 4, point 5, 2 <sup>nd</sup> paragraph; where appropriate be changed to where possible. The Director of Quality and Safety/Chief Nurse to request Shelley Gooding to update the policy accordingly. <b>Complete.</b>	VM asap
231111.01	Real Time Patient Experience Survey to be used on the front page. <b>Complete.</b>	VM / SB 19/01/12

231111.02	Director of Quality and Safety/Chief Nurse agreed to follow up reference C361/11/12 to make sure it had been picked up as a vulnerable adult referral, along with C391/11/12 as a potential serious incident.	VM 19/01/12
231111.03	The Director of Quality and Safety/Chief Nurse planned to review the pressure ulcer general trend over last two years and agreed to include the outcomes in the December Quality Report.	VM 19/01/12 <b>C/F</b>
231111.04	The Director of Quality and Safety/Chief Nurse thought this was a good suggestion and agreed to get a clock back onto the internet site showing falls and pressure ulcers. Dr Patricia O'Neil, Consultant Microbiologist/DIPC, had feedback that the infection clock was having less impact now as one had to scroll down the page to see it. The Director of Quality and Safety/Chief Nurse agreed to investigate and take all 3 clocks forward.	VM 19/01/12  <b>C/F</b>
231111.05	The Director of Quality and Safety/Chief Nurse informed the committee that she would make sure all outstanding Rule 43 actions had had their RCAs followed through with and that there were no outstanding actions. The background checks would be done in the next 2 weeks and the Director of Quality and Safety/Chief Nurse proposed presenting her findings at the meeting in January 2012.	VM 19/01/12 <b>C/F</b>
231111.06	Martin Beardwell, Non Executive Director, proposed the Director of Quality and Safety/Chief Nurse meet with the magistrate/judge and bring him up to speed with where we have come from and the work that has been done since coming into post. The Director of Quality and Safety/Chief Nurse agreed to action.	VM
231111.07	The Director of Quality and Safety/Chief Nurse agreed to add the outputs from the Ward 21 review to the December Quality Report. <b>Complete.</b>	VM 15/12/11
231111.08	The Director of Quality and Safety/Chief Nurse proposed having the up to date Ward Profile presentation available so that it could be referred to at each meeting. This would allow for the detail to be accessible if required. <b>The feasibility of this was discussed and a quarterly review was proposed as an agenda item.</b>	VM 19/01/12  <b>C/F</b> <b>24/05/12</b>
231111.09	The Chair requested the Director of Quality and Safety/Chief Nurse to present the detail on Ward 15 when she next presented the Ward to Board update. <b>Complete.</b>	VM 19/01/12
231111.11	The Chair stated that he was very pleased with the contents and asked the Director of Quality and Safety/Chief Nurse to thank Dr Patricia O'Neil for the quality of the report. The Director of Quality and Safety/Chief Nurse agreed to action. <b>Complete.</b>	VM 19/01/12
231111.14	The Quality Governance Framework document had been prepared and the Director of Quality and Safety/Chief Nurse agreed to send it out to the committee. <b>Complete.</b>	VM 19/01/12
231111.15	John Davies, Trust Chairman, requested the Director of Quality and Safety/Chief Nurse to make sure the Quality Assurance Framework fitted in with the Board Development Programme. <b>Complete.</b>	VM
231111.16	The Chair and the Director of Quality and Safety/Chief Nurse agreed to send out a letter to all Executive Directors informing them that if they cancelled their attendance they would be required to find a replacement. <b>To be raised in Trust Board Committee Summary. Complete.</b>	VM 19/01/12
231111.17	The Director of Quality and Safety/Chief Nurse agreed to compile a list of the Wards and areas they had visited by referring to previous Quality and Safety Committee minutes.	VM 19/01/12 <b>C/F</b>
231111.18	The Chair requested future Quality Reports be sent to Trust Board without the appendices. The Director of Quality and Safety agreed to action. <b>Complete.</b>	VM 16/01/12
231111.19	Centre Lead Nurses - The Director of Quality and Safety/Chief Nurse agreed to send out an email to the Lead Nurses inviting them to attend a centre workshop on 16 February 2012. <b>The workshop was rescheduled to 19<sup>th</sup> April 2012.</b>	VM 16/01/12

<b>230811.02</b>	Quality Report - The Director of Quality and Safety suggested moving the older data from the month on month updates to the end of the report for reference. Interim Deputy Director of Nursing and Quality to action. <b>Complete.</b>	SS 22/09/11  VM/SB
<b>230811.03</b>	Quality Report - The Chair requested last year's falls data to be included in a table at the back of the report so that it could be compared to this years data. Interim Deputy Director of Nursing and Quality to action. <b>Complete.</b>	SS 22/09/11  VM/SB
<b>230811.06</b>	Delayed Diagnosis - Martin Beardwell, Non Executive Director, asked if we had any way of checking on delays from GP referrals. The Director of Quality and Safety agreed to come back to the committee with information on primary care access to diagnostics performance. <b>VM to refer to Andrew Stenton, Interim Director of Operations, to action.</b>	VM 22/09/11  VM 19/01/2012
<b>230811.16</b>	The Chair requested copies of the minutes to date in order to sign them off.	BM 22/09/11 <b>C/F</b>
<b>210711.05</b>	Director of Quality and Safety to invite Deputy Medical Director to the next meeting and ask him to provide a report on Leading Improvement in Patient Safety (LIPS).	VM 23.08.11 <b>C/F</b>
<b>210711.12</b>	Night handover observation rota to be put in place for NEDs.  Carried forward to Sarah Bloomfield to action. 8pm – 9pm handover to be observed. The Chair to advise the Deputy Chief Nurse of dates.	SS 23.08.11 PV 19.01.2012 <b>C/F</b>