

The Shrewsbury and Telford Hospital NHS Trust
Actions of Risk Management Executive
Tuesday 3 April 2012

Present:	Mrs J Clarke (Chair)	Director of Compliance & Risk Management
	Ms C Jowett	Chief Compliance Officer
	Mr C Crosby	Quality Manager for Pathology Representing A Malcolm, Pathology
	Dr A Moore	Consultant Neonatologist, Representing A Tapp, Women & Children's
	Ms S Faulkner	Centre Manager, Oncology Representing S Awwad & N Srihari, Oncology
	Mr G Mitchell	Assoc. Director, Patient Quality Experience Representing V Morris & S Bloomfield, Corp. Nursing Team
	Mr P Jacobson	Assistant Business Manager, Musculoskeletal Representing P Moreau, Musculoskeletal
	Mr P Hodson	Head of Contracts & Performance Representing N Nisbet, Finance
	Mr A Aldridge	Clinical Manager, Emergency & Critical Care Representing R Law, ECC
	Mrs L Gill	Governance Manager, Surgical Representing T Fox, Surgical
	Ms J Harrison	Centre Manager, Ophthalmology & Patient Access
	Mr E Craig	Centre Chief, Ophthalmology & Patient Access
	Mrs C Smith	Head of Midwifery, Women & Children's
	Mrs H Coleman	Clinical Manager, Medicine Representing J Jones, Medicine
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Mr A Cairns	Chief Executive
	Dr R A Fraser	Medical Director
	Mr B McElroy	Centre Chief, Pharmacy
	Ms D Lloyd	Centre Chief, Therapies
	Ms V Maher	Workforce Director
	Mr A Stenton	Director of Operations
	Mr T Fox	Centre Chief, Surgery
	Dr D Hinwood	Centre Chief, Diagnostics
	Dr N Srihari	Value Stream, Cancer Care

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2012.12	2012.08	<i>HealthAssure</i> - To provide HealthAssure quarterly update	C Jowett May 2012
2012.18	2011.25	<i>Anticoagulation Service</i> – To liaise with A Malcolm to review risk	C Crosby May 2012
2012.18	2011.32	<i>IT Department back up arrangements</i> - To liaise with N Nisbet to provide a written update to May RME re: the way forward	P Hodson / N Nisbet May 2012
2012.18	2011.85	<i>Medical risk register</i> - To present to May RME	J Jones May 2012
2012.18	2011.46	<i>Medical Device Committee</i> – To forward further nominations to either Clare Jowett / Pat Pollock	ALL May 2012

2012.18	2012.13	To liaise with K Titley re: Health & Safety risk assessments being reported to RME relating to any commissioned by a dept.	J Clarke May 2012
2012.19		<i>Centre & Corporate Risks scoring 15+</i> - To present the Trust Board Assurance Framework at May or June 2012 RME	J Clarke May / June 2012
2012.19		<i>General Surgical specialties (CRR 419)</i> – To discuss the risk of moving the take to PRH due to bed pressures at Surgical Centre Governance meeting and bring back to RME, if necessary	L Gill May 2012
2012.19		<i>Middle grade medical staffing for Gynae</i> – To discuss this risk through the W&C Governance structure and bring back to RME, if necessary	A Moore / C Smith May 2012
2012.21		<i>Draft Risk Management Annual Report</i> – To forward comments to Clare Jowett by 11 April 2012	ALL 11 April 2012
2012.23		<i>Internal Audit Forward Plan</i> – To forward any areas or topics for consideration to C Jowett	ALL May 2012
2012.24		<i>Care Quality Commission – Quality & Risk Profile – HealthAssure</i> – To circulate dates of future HealthAssure training sessions to Wards / Departments To urge Ward / Department staff to attend future HealthAssure sessions (23 & 24 April & 21 & 22 May 2012)	S Matthey April 2012 Centre Managers April 2012

ACTIONS NOT YET DUE

2012.18	2012.13	<i>Booking & Scheduling</i> – To produce a 3 year action plan / strategy and present to future Audit Committee / RME	J Harrison June 2012
2012.22		<i>Risk Management Reports & Rule 43 Letters</i> – To prepare reports for discussion at future RME meetings	C Jowett June 2012