

**Actions of Risk Management Executive
Tuesday 3 July 2012**

Present:	Mr S Peak (Chair)	Interim Chief Executive
	Mrs J Clarke	Director of Compliance & Risk Management
	Ms C Jowett	Chief Compliance Officer
	Ms S Mashadi	Legal & Compliance Manager
	Mrs C Smith	Deputy Centre Chief / Head of Midwifery, Women & Children's - Representing W&C
	Dr S Awwad	Centre Chief, Oncology
	Mrs H Coleman	Clinical Manager, Medicine
	Dr P O'Neill	Director of Infection Prevention Control
	Dr D Hinwood	Centre Chief, Diagnostics (Radiology)
	Mrs T Finch	Head of Planning
	Mr C Beacock	Deputy Medical Director, Clinical Performance
	Dr A Fraser	Medical Director
	Mr T Fox	Centre Chief, Surgery
	Mr R Campbell	Associate Medical Director, Clinical Quality
	Mr B McElroy	Centre Chief, Pharmacy
	Mr M Prescott	Value Stream, Tele Health Care
	Prof. A Malcolm	Centre Chief, Diagnostics (Pathology)
	Dr N Srihari	Value Stream, Cancer Care
Secretary:	Mrs S Mathey	PA to Chief Compliance Officer
Apologies:	Ms V Morris	Chief Nurse / Director of Quality & Safety
	Ms V Maher	Workforce Director
	Mr A Prichard	Centre Chief, Head & Neck
	Mr P Moreau	Centre Chief, Musculoskeletal
	Mrs D Lloyd	Centre Chief, Therapies
	Mr A Tapp	Centre Chief, Women & Children's Centre
	Dr D Warner	Value Stream, Tele Health Care
	Dr R Law	Centre Chief, Emergency & Critical Care Centre
	Ms K Malpass	Business Manager, Emergency & Critical Care Centre
	Mrs G Joseph	Matron, Head & Neck Centre

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2012.67	2012.35	<i>Oncology Risk Register</i> – To meet to explore 'Healthcare at Home' (the provision of chemotherapy at home for private patients)	S Awwad / S Faulkner / B McElroy Aug 2012
2012.67	2012.35	<i>CRR530 - Lead Cancer Nurse</i> – To liaise with V Maher regarding Centres contributing towards the funding for the Lead Cancer Nurse (position to be funded as a corporate role)	J Clarke Aug 2012
2012.67	2012.36	<i>Surgical Risk Register</i> – <i>Relocation of Pre-Op Assessment at PRH</i> – To liaise with V Morris to provide a clear way forward <i>Limited flexi-cystoscopy capacity at SATH</i> – To provide an update in relation to the purchase of flexi-cystoscopies at Aug RME	M Cheetham Aug 2012 T Fox Aug 2012

2012.67	2012.47	<p><i>WHO Surgical Safety Checklist (main Theatres) –</i></p> <ul style="list-style-type: none"> To make agreed amendments to the form and review in 12 months To check the WHO checklist with the one used for Obstetrics To bring a bundle of checklists (main Theatres, Obstetrics & Ophthalmology) to RME for approval 	<p>M Cheetham Aug 2012 C Smith Aug 2012 M Cheetham Aug 2012</p>
2012.67	2012.48	<p><i>SATH Intervention Checklist –</i></p> <ul style="list-style-type: none"> To insert 'Time Out' column between pre and post procedure To liaise with Patient Safety Team when devising set of procedures / policy statements to which the checklist may apply To hold implementation discussion at August 2012 RME 	<p>M Cheetham Aug 2012 C Jowett Aug 2012 M Cheetham Aug 2012</p>
2012.67	2012.54	<p><i>Blood Transfusion Training –</i></p> <ul style="list-style-type: none"> To discuss issues around sampling competency and identify risks and roll out advice to Centres To investigate electronic solution to mitigate risk 	<p>V Maher / M Cheetham / J Jones / R Law Aug 2012 V Maher Aug 2012</p>
2012.70		<p><i>Middle Grade Medical Staffing for Gynae / Business Case for enhancing Q&S in Obs –</i></p> <ul style="list-style-type: none"> To liaise with C Jowett to devise a paper for the July Trust Board 	<p>C Smith / C Jowett July 2012</p>
		<ul style="list-style-type: none"> To pull together a group to devise a strategic Trust plan in relation to a recruitment drive 	<p>A Fraser Aug 2012</p>
2012.77		<p><i>Additional Radiology paper re: cessation of overtime activity and reporting –</i> To pick this risk up with Executives and bring to the attention of the Board</p>	<p>J Clarke Aug 2012</p>
2012.78		<p><i>CRR567 – Improve Choose & Book Service</i> Paper deferred to August 2012 RME</p>	<p>E Craig Aug 2012</p>
2012.79		<p><i>CRR581 – Control / Responsibility for Apley Clinic Drug Keys</i></p> <ul style="list-style-type: none"> To liaise with B McElroy re: timeframe of 2 weeks to resolve this risk To provide an update at the Aug 2012 RME in relation to meetings held regarding a more structured private facility 	<p>T Fox July 2012 T Fox Aug 2012</p>
2012.81		<p><i>CRR580 – Replacement of H&N Ward Clerk -</i> Paper deferred to August 2012 RME</p>	<p>A Prichard Aug 2012</p>
2012.82		<p><i>CRR105 – Potential Failure to meet the A&E Target -</i> Paper deferred to August 2012 RME</p>	<p>R Law Aug 2012</p>
2012.83		<p><i>CRR500 – Renal Service Water / Reverse Osmosis Unit at RSH –</i> Further detail of risk required for discussion at Aug 2012 RME</p>	<p>H Coleman Aug 2012</p>

2012.84		<i>CRR583 – Hospital Status at a Glance (HSAG) / Patient Status at a Glance (PSAG) IT Resource - Paper deferred to August 2012 RME</i>	A Fraser Aug 2012
2012.85		<i>CRR585 - Hospital Status at a Glance (HSAG) / Patient Status at a Glance (PSAG) Service Level Agreement - Paper deferred to August 2012 RME</i>	A Fraser Aug 2012
2012.86		<i>CRR586 – VitalPAC IT Resource - Paper deferred to August 2012 RME</i>	A Fraser Aug 2012
2012.86		<i>Risks relating to IT -</i> <ul style="list-style-type: none"> • To invite N Appleton as Head of IT to attend August 2012 RME • To add N Appleton as a member to RME Terms of Reference 	C Jowett July 2012 S Matthey July 2012
2012.88		<i>Health Care Associated Infection Update – To hold a discussion regarding MRSA screening for the Chemotherapy Day Centre</i>	P O'Neill / S Awwad Aug 2012

ACTIONS NOT YET DUE

2012.22		<i>Risk Management Reports & Rule 43 Letters – To prepare reports for discussion at future RME meetings</i>	C Jowett Subsequent RME Meetings
2012.67	2012.54	<i>Blood Transfusion Training –</i> <ul style="list-style-type: none"> • To provide an update at the November 2012 RME 	K Cooper Nov 2012
2012.67	2012.60	<i>Governance Agenda – Review of governance agenda template</i>	ALL January 2013
2012.69	2012.13	<i>Health Records & Booking and Scheduling Action Plans / Strategy – To provide an update at January 2013 RME</i>	C Bellis Jan 2013