

Actions of Risk Management Executive**Tuesday 1 November 2011****Attendance**

Present:	Mr A Cairns	Chief Executive
	Mrs J Clarke	Director of Compliance & Risk Management
	Ms C Jowett	Chief Compliance Officer
	Ms V Morris	Chief Nurse / Director of Quality & Safety
	Dr R A Fraser	Medical Director
	Mr A J Prichard	Centre Chief, Head and Neck
	Mr B McElroy	Centre Chief, Pharmacy
	Dr D Hinwood	Centre Chief, Diagnostics
	Prof. A Malcolm	Centre Chief, Diagnostics
	Ms D Lloyd	Centre Chief, Therapies
	Dr S Awwad	Centre Chief, Oncology
	Dr N Srihari	Value Stream, Cancer Care
	Mr A Tapp	Centre Chief, Women & Childrens
	Dr J Jones	Centre Chief, Medicine
	Mr N Nisbet	Finance Director
	Mr A Stenton	Interim Director of Operations
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Mrs D Vogler	Director of Strategy
	Mr P Moreau	Centre Chief, Musculoskeletal
	Dr R Law	Centre Chief, Emergency and Critical Care
	Ms T Cookson	Chief Operating Officer
	Dr R Campbell	Associate Medical Director, (Clinical Quality)
	Mr M Prescott	Value Stream, Tele Health Care
	Mr T Fox	Centre Chief, Surgery
	Mr S Peake	Transformation Director

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2011.54	2011.14	To repeat the Healthcheck in Centres by December 2011	J Clarke Dec 2011
2011.80	2011.25	To liaise with Chris Crosby in Pathology during December for an update regarding CRR 346 - Anticoagulation Service, and bring back to RME for further discussion	C Jowett Jan 2012
2011.80	2011.32	<i>Contractual requirements to provide information to GPs:</i> To pick up issues surrounding discharge summaries for further update at January 2012 RME	R A Fraser January 2012

2011.80	2011.32	To liaise with 'Lightfoot' to discuss purchasing the model that they have developed specifically for SATH To invite 'Lightfoot' to attend one of the Trust's developmental sessions to demonstrate the model	N Nisbet Dec 2011 N Nisbet Jan 2012
2011.80	2011.46	To provide an update at the January RME re: approval of NICE policy at the Policy Approval sub-group	C Jowett Jan 2012
2011.80	2011.46	To investigate if medical devices are being checked, as per Medical Devices Policy and provide an update at January RME	R A Fraser Jan 2012
2011.80	2011.47	To liaise with Angela Hopper re: developmental conversations in relation to SI trends / themes	A Cairns Dec 2011
2011.80	2011.47	To liaise with Chris Beacock re: the 'Missed / Delayed diagnosis' process	V Morris Dec 2011
2011.80	2011.68	To follow up with Chris Needham re: CRR 116 – Office Accommodation (Corporate Departments)	N Nisbet Dec 2011
2011.82	2011.32	To provide an update at the December RME regarding the Trust's IT Department back-up arrangements	N Nisbet Dec 2011
2011.83	2011.69	To discuss the Trust's current Cost Improvement Programme (CIP) and prioritised projects and develop a process within Centres	Centre Chiefs Dec 2011
2011.85		To identify risks within Centres to ensure a true representation	Centre Chiefs Jan 2011
2011.85		To review wording / risk score of CRR 97 – Renal Dialysis Machines	John Jones Dec 2011
2011.85		To attend Centre Governance meetings to assist with risks and risk registers (when structures are in place)	J Clarke / C Jowett Jan 2011
2011.85		To produce a Medical Equipment Replacement Strategy / detailed medical equipment risk assessments within Centres	R A Fraser / N Nisbet / Centre Chiefs Jan 2012
2011.85		To produce and circulate a letter to Centres detailing how to work together with the League of Friends (donations)	N Nisbet / R A Fraser Dec 2011

2011.85		To revisit the Medical risk register and bring back to subsequent RME for further discussion	J Jones Jan 2012
2011.86		To look into the issues identified in Paper 4 re: New Risk – Security / Key Compromise and re-score To alert managers to the issue of master keys to bedside lockers / filing cabinets require risk assessments to be carried out	J Clarke Dec 2011 Centre Chiefs / Centre Managers Dec 2011
2011.87		To look at the Finance section of the risk matrix and forward any comments to Julia Clarke	N Nisbet Dec 2011
2011.87		To forward copies of the risk matrix to Centre Managers	Centre Chiefs Dec 2011
2011.87		To forward comments regarding the risk matrix to Julia Clarke / Clare Jowett	ALL Dec 2011
2011.88		<i>CQC – Supporting Staff.</i> Teams to be encouraged to respond to staff concerns (following latest staff survey)	ALL Dec 2011
2011.88		<i>CQC – Quality & Risk Profiles.</i> To pull together work currently being undertaken to provide a basis for further discussion at the next RME (to engage with frontline staff)	ALL Dec 2011
2011.89		To meet with Sara Biffen & Mr Fox re: Data Quality - Cancelled Operations (following Limited Assurance report)	J Clarke Dec 2011
2011.89		To produce an action plan in relation to the Limited Assurance report for further discussion at the next RME	J Clarke Dec 2011
2011.89		To discuss the list of 4Action outstanding recommendations relating to the Finance Department	N Nisbet / J Clarke Dec 2011

ACTIONS NOT YET DUE

2011.54	2011.34	If FBC not completed by March, to bring risks back to March 2012 RME	A Tapp March 2012
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