

Actions of Risk Management Executive

Tuesday 6 December 2011

Attendance

Present:	Mrs J Clarke (Chair)	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
	Mr P Moreau	Centre Chief, Musculoskeletal
	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 T Fox	Centre Chief, Surgery
	Dr R Law	Centre Chief, Emergency and Critical Care
	Mr C Beacock	Deputy Medical Director, Clinical Performance
	Mr E A Craig	Centre Chief, Ophthalmology
	Dr D Warner	Value Stream, Tele Health Care
	Mr A Stenton	Interim Director of Operations
	Mr A Osborne	Communications Director
	Ms V Maher	Workforce Director
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Mr A Cairns	Chief Executive
	Mrs D Vogler	Director of Strategy
	Mr N Nisbet	Finance Director
	Dr D Hinwood	Centre Chief, Diagnostics
	Ms T Cookson	Chief Operating Officer
	Dr R Campbell	Associate Medical Director, (Clinical Quality)
	Mr M Prescott	Value Stream, Tele Health Care
	Mr M Cheetham	Value Stream, Scheduled Care
	Mr S Peake	Transformation Director

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2011.94	2011.14	To provide update re: Healthcheck in Centres at January 2012 RME	C Jowett Jan 2012
2011.94	2011.25	To liaise with Chris Crosby in Pathology during December for an update regarding CRR 346 - Anticoagulation Service, and bring back to January 2012 RME for further discussion	C Jowett Jan 2012
2011.94	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 Jan 2012

2011.94	2011.32	To liaise N Nisbett re: Discussions held 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	J Clarke / N Nisbett Jan 2012
2011.94	2011.46	To provide an update at the January RME re: policy for introduction of new techniques	C Jowett Jan 2012
2011.94	2011.46	To investigate if medical devices are being checked, as per Medical Devices Policy and provide an update at January 2012 RME	R A Fraser Jan 2012
2011.94	2011.47	To liaise with Angela Hopper re: TLT / developmental conversations in relation to SI trends / themes	J Clarke Jan 2012
2011.94	2011.47	To provide update at January 2012 RME re: discussions held re: 'Missed / Delayed diagnosis' process	V Morris Jan 2012
2011.94	2011.68	To liaise with N Nisbet to provide an update at January 2012 RME re: conversations held with Chris Needham re: CRR 116 – Office Accommodation (Corporate Departments)	J Clarke / N Nisbet Jan 2012
2011.94	2011.32	To provide an update at the January 2012 RME regarding the Trust's IT Department back-up arrangements	N Nisbet Jan 2012
2011.94	2011.69	To provide an update at the January 2012 RME re: discussions held at Quality Impact Assessment meeting re: Cost Improvement Plan / process within Centres	V Morris Jan 2012
2011.94	2011.85	To contact C Jowett / J Clarke for visits to Centre's to go through the risk process	Centre Chiefs Jan 2012
2011.94	2011.85	To liaise with Dr J Jones re: wording / risk score of CRR 97 – Renal Dialysis Machines	C Jowett / J Jones Jan 2012
2011.94	2011.85	To provide an update at the January 2012 RME re: Medical Equipment Replacement Strategy	N Nisbet Jan 2012
2011.94	2011.85	To revisit the Medical risk register and bring back to subsequent RME for further discussion	J Jones Jan 2012
2011.94	2011.86	To alert managers to the issue of master keys to bedside lockers / filing cabinets and assess the impact within each Centre and take steps to limit the identified risks	Centre Chiefs / Centre Managers Jan 2012
2011.94	2011.87	To amend the Finance section of the risk matrix and circulate to RME members	S Matthey Jan 2012
2011.94	2011.87	To forward copies of the revised risk matrix to Centre Managers	Centre Chiefs Jan 2012
2011.94	2011.88	CQC – <i>Supporting Staff</i> . Teams to be encouraged to respond to staff concerns (following latest staff survey)	ALL Dec 2011

2011.94	2011.88	<i>CQC – Quality & Risk Profiles.</i> To provide an update re: HealthAssure software at the January 2012 RME	J Clarke / C Jowett Jan 2012
2011.94	2011.89	To provide update at January 2012 RME re: Data Quality - Cancelled Operations (following Limited Assurance report)	A Stenton Jan 2012
2011.96		To circulate the revised RME Terms of Reference & next year's RME meeting dates to RME members / nominated deputies	S Matthey Dec 2012
2011.96		Staff Engagement: To encourage all staff to return the 2011 staff survey Engage with Centres in the New Year	ALL Dec 2011 V Morris / V Maher Jan 2012
2011.99		To discuss at the Surgical Operations meeting the issue of CSSD / decontamination of orthodontic equipment and options of leasing equipment rather than using Capital	T Fox Dec 2011
2011.99		To meet to discuss the issue of CSSD / replacement equipment / staffing and provide update at January 2012 RME	A Prichard / L Gill / A Trumper Jan 2012
2011.100		To liaise with Angela Parkinson re: reinstating replacement of Aurical Equipment risk on the Capital register & Richard Steventon re: phased replacement	J Clarke Dec 2011
2011.103		<u>General Surgical Specialties:</u> To look into the nationally agreed banding of Screening Coordinators / banding of Screening Coordinators within the Trust	V Maher Dec 2011
2011.104		<u>Trust-wide Vascular Service:</u> To provide an update at the January 2012 RME following discussion at HEC	T Fox Jan 2012
2011.105		<u>Linear Accelerator:</u> To provide an update at the February 2012 RME following discussion at HEC	S Awwad Feb 2012
2011.107		To liaise with V Redmond re: attending Centre Governance meetings to discuss Litigation / settlement cases	J Clarke Dec 2011

ACTIONS NOT YET DUE

201.105		<u>Linear Accelerator:</u> To provide an update at the February 2012 RME following discussion at HEC	S Awwad Feb 2012
2011.54	2011.34	If FBC not completed by March, to bring risks back to March 2012 RME	A Tapp March 2012