

DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE

HELD ON TUESDAY 20th DECEMBER 2011

| Min.No. | ACTION/DECISION | Responsibility | DEADLINE |
|------------|---|-----------------------|------------------------------|
| 2011.8.1B | Warwick/SaTH Senior Leadership Programme: Circulate possible training session dates to all CC's and VSL's for consideration. | WD | 20/1/12 |
| 2011.6.3A | Review of Care Received by Elderly Patients Undergoing Surgery: Develop action plan that will address the identified 4 key areas of concern, and bring to January HEC for discussion. | MD / DQS | 24/1/12 |
| 2011.6.4E | Medicines Review: Report on outcomes and findings of drug charts and medicine codes audit back to HEC. | B McElroy | 24/1/12 |
| 2011.6.8B | Private Patient Strategy: Work ongoing around repatriation of private work - progress update of steering group and action plan required for January HEC. | T Fox | 24/1/12 |
| 2011.6.8JA | Streamlined Learning: Provide update on possible shared learning tool/portal to enable streamlined and more efficient clinical training/learning following discussions with SHA. | WD | 24/1/12 |
| 2011.7.3D | 18 Weeks RTT (Additional Clinical Activity): - Postpone implementation date of changed payment rate to 1 st April 2012 - Discuss, review and agree job plans against changed payment rate - Each Centre to advise on how they intend to deliver additional clinical activity within the constraints of a £600 standard payment rate. Feedback to the MD. | MD CC's CC's/MD | 1/4/12 24/1/12 24/1/12 |
| 2011.7.3A | Blood Transfusion Regulations And Compliance: - Discuss report statistics and poor compliance data at Centre team meetings, addressing all lack of training and weak areas respectively - Bring same report (quarterly) back to HEC to show change/progress | All CC's N Tufft | Ongoing 21/2/12 |
| 2011.7.4A | Performance Report: - Provide update at January HEC on progress around scheduling patients on remapped admission trees and standardised note-taking. | T Fox / M Cheetham | 24/1/12 |
| 2011.7.5A | HCAI Update: - Present to HEC same paper highlighting risks of lost isolation space attached to bed closure plans in two months to highlight any change (January HEC). | P O'Neill | 24/1/12 |
| 2011.7.7D | RSH Dedicated Trauma Unit Business Case: Proceed with TU submission but explore further the additional costs identified in the baseline assessment against TU standards and opportunities for absorbing costs through the redesign of existing services. Bring update back to HEC February. | IDoO / K Malpass | 21/2/12 |
| 2011.7.7A | Policy For Medical Appraisal and Revalidation: Final revisions made and Policy APPROVED to implement. | C Beacock | 20/12/11 |

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| 2011.8.2A | Medical Locum Project: - Paper outlining challenges and planned actions NOTED and AGREED - Modify plan to show that Locum usage authorisation must be at consultant level - Arrange a February Medical Staffing Workshop to work through staffing issues & solutions, spanning medical workforce vacancies and Locum usage. | ALL MD WD | 20/12/11 24/1/12 21/2/12 |
| 2011.8.3C | Bed Reduction Plan: - Bring final Phase 2 Action Plan & Recommendations for Decision to January HEC | IDoO | 24/1/12 |
| 2011.8.3G | Reconfiguration – Latest Plans: - Discuss and agree how an Integrated Assessment Unit/Zone would work (cross-Centre) - Establish Steering Group to define robust plan (area integration) and action plan to deliver it - Discuss A&E Strategy and sustainability of medical workforce - Discuss and agree direction for Rehab Strategy and develop action plan - Liaise with each Centre to develop an overarching Outpatient and Theatre Utilisation Plan | R Law/T Fox/P Moreau R Law/C Needham/Kate Shaw A Cairns/R Law S Peake/D Lloyd C Needham/Kate Shaw | 24/1/12 24/1/12 24/1/12 24/1/12 24/1/12 |
| 2011.3.8H | Comprehensive Electronic Requests & Results Reporting Project: - Proposal & approach to establish working group and to progress project APPROVED - Ensure Clinicians and Finance are included as steering group members | ALL C Beacock | 20/12/11 24/1/12 |
| 2011.3.8I | LINAC Replacement: Take proposal to the Capital Planning Group in order to fully explore the financial impact, as well as how this compares with other competing business cases for replacement equipment. Bring a more detailed Business Case back to HEC for consideration in February 2012. | S Awwad | 21/2/12 |
| 2011.8.5B | Never Event/SI's: - Present outcome & findings of Never Event RCA at February HEC. - Ensure all patient names are removed from future reports and papers - Circulate draft SI Reporting 'Crib Card' | DQS DQS DQS | 21/2/12 24/1/12 24/1/12 |
| 2011.8.6A | PMO: AGREED to utilise HEC as a forum to officially mark the beginning and end of projects. | ALL | 20/12/11 |
| 2011.8.7A | ODG – Terms of Reference APPROVED. | ALL | 20/12/11 |
| 2011.8.7B | The Medicine Codes Policy: - Discuss and agree protocol around doctors completing discharge summaries and modify Policy if necessary - Clarify detail and stance within the Policy on prescribing for self, friends and family - Strengthen wording on prescribing or not prescribing drugs within the BNF when uncomfortable to do so - Policy APPROVED on completion of the above - Meet to discuss and agree how best to move Trust policies from existence into optimum practice and compliance | B McElroy / J Jones B McElroy B McElroy DQS / MD | 24/1/12 24/1/12 24/1/12 20/12/11 24/1/12 |