

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST
Actions of Risk Management Executive
Tuesday 4 October 2011

Attendance

Present:	Ms V Morris	Chief Nurse / Director of Quality & Safety
	Ms C Jowett	Chief Compliance Officer
	Dr R A Fraser	Medical Director
	Mr A J Prichard	Centre Chief, Head and Neck
	Dr R Law	Centre Chief, Emergency and Critical Care
	Mr M Prescott	Value Stream, Tele Health Care
	Dr R Campbell	Associate Medical Director, (Clinical Quality)
	Mr C Needham	Associate Director, Estates & Facilities
	Mrs D Vogler	Director of Strategy
	Mr B McElroy	Centre Chief, Pharmacy
	Dr D Hinwood	Centre Chief, Diagnostics
	Mr C Beacock	Deputy Medical Director (Clinical Performance)
	Dr S Awwad	Centre Chief, Oncology
	Ms T Wood	Business Manager, Women & Childrens (Representing Mr A Tapp & Mrs C Smith)
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Mr A Cairns	Chief Executive
	Dr N Tufft	Associate Medical Director, IM&T
	Ms D Lloyd	Centre Chief, Therapies
	Dr D Warner	Value Stream, Tele Health Care
	Dr N Srihari	Value Stream, Cancer Care
	Dr A Malcolm	Centre Chief, Diagnostics
	Mr A Tapp	Centre Chief, Women & Childrens
	Mr T Fox	Centre Chief, Surgery
	Mr P Moreau	Centre Chief, Musculoskeletal
	Ms T Cookson	Chief Operating Officer
	Mr E Craig	Centre Chief, Ophthalmology

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2011.54	2011.25	To close following risks when received confirmation: CRR 346 re: Anticoagulation Service CRR 349 re: Insufficient Radiographers in Theatres at PRH CRR 112 re: Outreach Team Resource (when fully staffed at RSH)	C Jowett Nov 2011
2011.54	2011.32	To liaise with P Hodson re: contractual requirements to provide information to GPs	N Tufft Nov 2011
2011.54	2011.32	To produce a progress report in relation to the IT risks / mirror back up arrangements	N Nisbet Nov 2011
2011.54	2011.32	To provide a briefing in relation to IT / procuring outside of the Trust following discussions with 'Lightfoot'.	N Nisbet Nov 2011
2011.59	2011.46	To forward comments to C Jowett re: Policy for the Implementation of National Guidance by 31 Oct 2011; and to forward any examples to C Jowett of issues that may have occurred within Centres	ALL RME Members 31 Oct 2011

2011.60	2011.47	To take information in relation to SI trends / themes to TLT sessions to ensure Centres are sighted	V Morris Oct 2011
2011.62	2011.47	To identify how SI information is collated, i.e. by Consultant and discuss further at subsequent RME meeting	V Morris Nov 2011
2011.62	2011.47	To liaise with A Cairns regarding 'Missed / delayed diagnosis' with a view to holding a separate group, and discuss further at November RME	V Morris Nov 2011
2011.62	2011.47	To investigate 'Missed / delayed diagnosis' further and bring results back to November RME for further discussion	C Beacock Nov 2011
2011.65		Outstanding risk registers for discussion: <ul style="list-style-type: none"> • Medicine 	J Jones Nov 2011
2011.66		To liaise with C Smith to provide support in the completion of new risks	V Morris Nov 2011
2011.67		To forward details of following risks to S Shingler / Falls Task Group: CRR 96 – Risk of serious injury or death from patient fall CRR 316 – Tissue Viability (CQUIN)	C Jowett Nov 2011
2011.68		To review CRR 116 regarding Office Accommodation (Corporate Depts)	C Needham Nov 2011
2011.69		To forward comments re: Risk Management Strategy to C Jowett by 31 Oct 2011	ALL RME Members 31 Oct 2011
2011.69		To forward the Cost Improvement Plan (CIP) to Centres and bring back to Nov RME for further discussion	V Morris Nov 2011
2011.71		To liaise with A Cairns re: comments made in relation to the RME Terms of Reference	V Morris Nov 2011
2011.72		To forward comments re: Board Assurance Framework to C Jowett by 31 Oct 2011	ALL RME Members 31 Oct 2011
2011.73		To forward ideas to C Jowett re: approval and ratification routes for policies	ALL RME Members 31 Oct 2011
2011.76		To liaise with Dr P O'Neill and Occupational Health re: promotion and education support for flu vaccinations	V Morris Nov 2011