## DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE

HELD ON TUESDAY 25th OCTOBER 2011

<table>
<thead>
<tr>
<th>Min.No.</th>
<th>ACTION/DECISION</th>
<th>Responsibility</th>
<th>DEADLINE</th>
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</table>
| 2011.4.1D | Actions from previous meeting:  
  - 2011.4.1D Medical Director to address Day Surgery not being on VitalPac and provide update on VTE assessment  
  - 2011.4.3C Status update required on the planned implementation of a robust Trust Business Continuity Plan.  
  - 2011.4.7C Status update required following the submission of a proposal for a dedicated RSH Trauma Unit. | MD  
DCOO  
DCOO | 22/11/11  
22/11/11  
22/11/11 |
| 2011.6.2A | Surge/Capacity/Escalation Plan: APPROVED for implementation subject to a number of amendments & additions being collated by the DCOO. Final verbal update at next meeting. | DCOO | 22/11/11 |
| 2011.6.2B | Revised Health & Safety Policies: The following revised Health & Safety Policies were all RATIFIED:  
  - Clinical Audit Policy  
  - Guidelines for Supporting Staff involved in Traumatic/Stressful Incidents, Complaints or Claims  
  - Recruitment and Selection Policy  
  - Verification of Professional Registration  
  - Safe Transfusion of Blood and Blood Components  
  - Cardiopulmonary Resuscitation  
  - Safer Moving and Handling | N/A | 25/10/11 |
| 2011.6.3A | Review of Care Received by Elderly Patients Undergoing Surgery:  
  - Embed principles of the review and paper within centres to ensure they become a standardised part of ongoing governance arrangements in treating elderly patients, and monitor clinical activity against these measurables. | All CC’s | Immediate |
| 2011.6.3E | 18 Weeks RTT Update:  
  - Confirm that Welsh patients (not on an 18 Week pathway) have not been included in the data being validated. | J Price/FD | 22/11/11 |
| 2011.6.3D | Bed Reduction Plan:  
  - Ensure affected staff are kept fully & properly informed, and supported  
  - Utilise the Tuesday morning Bed Closure meeting to ensure sharing of up to date information  
  - Only communicate finite agreed plans to staff to minimise distress and disruption  
  - Meet to agree the appropriate use of W22C (escalation/isolation area) and incorporate into the bed closure plan  
  - Circulate key messages to Centre Chiefs on the plans & options available to staff affected by bed closures, for dissemination into centres  
  - Collate list of nominated communication links within each centre  
  - Circulate to the Committee clear timescales for delivery of bed closure refurbishment work  
  - Convert W31 to dedicated ambulatory care area | All CC’s  
ALL  
R Law, DCOO, P O’Neill  
WD  
DCOO  
C Needham  
R Law / K Eardley | UPDATE AT NEXT MEETING  
22/11/11 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Responsible</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>2011.6.4E</td>
<td>Medicines Review: Report on outcomes and findings of drug charts and medicine codes audit back to HEC.</td>
<td>B McElroy</td>
<td>Jan 2012</td>
</tr>
<tr>
<td>2011.6.7A</td>
<td>24/7 Thrombolyosis – Telemedicine Proposal: APPROVED to proceed.</td>
<td>N/A</td>
<td>25/10/11</td>
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<tr>
<td>2011.6.7B</td>
<td>HEC ToR: Amend and circulate as agreed at October 2011.</td>
<td>BRS</td>
<td>22/11/11</td>
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<td>Ensure appropriate deputy representative attendance in times of absence</td>
<td>ALL</td>
<td>Ongoing</td>
</tr>
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<td>2011.6.7C</td>
<td>‘Acting Down’ and ‘Clinical Excellence Awards’ Policy Revisions – APPROVED to implement</td>
<td>N/A</td>
<td>25/10/11</td>
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<tr>
<td>2011.6.7D</td>
<td>Additional Clinical Activity Policy: APPROVED to implement with effect from 1st January 2012.</td>
<td>N/A</td>
<td>25/10/11</td>
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<td>2011.6.7E</td>
<td>FCHS Update: Phase 2B of the action plan APPROVED to proceed.</td>
<td>N/A</td>
<td>25/10/11</td>
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<td>Clarify position regarding Ophthalmology access on PRH site.</td>
<td>DoS</td>
<td>22/11/11</td>
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<td>2011.6.7F</td>
<td>Private Patient Strategy: Progress update of steering group and action plan required for December HEC.</td>
<td>T Fox</td>
<td>20/12/11</td>
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<td>2011.6.7JA</td>
<td>AOB: Investigate the possibility of a shared learning &amp; education portal to enable streamlined and more efficient clinical training/learning. Report back to HEC.</td>
<td>WD</td>
<td>22/11/11</td>
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