

**DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE**

**HELD ON TUESDAY 25<sup>th</sup> OCTOBER 2011**

Min.No.	ACTION/DECISION	Responsibility	DEADLINE
2011.4.1D	<b>Actions from previous meeting:</b> <ul style="list-style-type: none"> <li>• <b>2011.4.1D</b> Medical Director to address Day Surgery not being on VitalPac and provide update on VTE assessment</li> <li>• <b>2011.4.3C</b> Status update required on the planned implementation of a robust Trust Business Continuity Plan.</li> <li>• <b>2011.4.7C</b> Status update required following the submission of a proposal for a dedicated RSH Trauma Unit.</li> </ul>	MD DCOO DCOO	22/11/11 22/11/11 22/11/11
2011.6.2A	<b>Surge/Capacity/Escalation Plan: APPROVED</b> 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	<b>Revised Health &amp; Safety Policies:</b> The following revised Health & Safety Policies were all <b>RATIFIED</b> : <ul style="list-style-type: none"> <li>• Clinical Audit Policy</li> <li>• Guidelines for Supporting Staff involved in Traumatic/Stressful Incidents, Complaints or Claims</li> <li>• Recruitment and Selection Policy</li> <li>• Verification of Professional Registration</li> <li>• Safe Transfusion of Blood and Blood Components</li> <li>• Cardiopulmonary Resuscitation</li> <li>• Safer Moving and Handling</li> </ul>	N/A	25/10/11
2011.6.3A	<b>Review of Care Received by Elderly Patients Undergoing Surgery:</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	All CC's	Immediate
2011.6.3E	<b>18 Weeks RTT Update:</b> <ul style="list-style-type: none"> <li>• Confirm that Welsh patients (not on an 18 Week pathway) have not been included in the data being validated.</li> </ul>	J Price/FD	22/11/11
2011.6.3D	<b>Bed Reduction Plan:</b> <ul style="list-style-type: none"> <li>• Ensure affected staff are kept fully &amp; properly informed, and supported</li> <li>• Utilise the Tuesday morning Bed Closure meeting to ensure sharing of up to date information</li> <li>• Only communicate finite agreed plans to staff to minimise distress and disruption</li> <li>• Meet to agree the appropriate use of W22C (escalation/isolation area) and incorporate into the bed closure plan</li> <li>• Circulate key messages to Centre Chiefs on the plans &amp; options available to staff affected by bed closures, for dissemination into centres</li> <li>• Collate list of nominated communication links within each centre</li> <li>• Circulate to the Committee clear timescales for delivery of bed closure refurbishment work</li> <li>• Convert W31 to dedicated ambulatory care area</li> </ul>	All CC's ALL ALL R Law, DCOO, P O'Neill WD DCOO C Needham R Law / K Eardley	UPDATE AT NEXT MEETING 22/11/11

2011.6.4E	<b>Medicines Review:</b> <ul style="list-style-type: none"> <li>Report on outcomes and findings of drug charts and medicine codes audit back to HEC.</li> </ul>	B McElroy	Jan 2012
2011.6.7A	<b>24/7 Thrombolysis – Telemedicine Proposal: APPROVED</b> to proceed.	N/A	25/10/11
2011.6.7B	<b>HEC ToR</b> <ul style="list-style-type: none"> <li>Amend and circulate as agreed at October 2011.</li> <li>Ensure appropriate deputy representative attendance in times of absence</li> </ul>	BRS ALL	22/11/11 Ongoing
2011.6.7C	<b>'Acting Down' and 'Clinical Excellence Awards' Policy Revisions – APPROVED</b> to implement	N/A	25/10/11
2011.6.7D	<b>Additional Clinical Activity Policy: APPROVED</b> to implement with effect from 1 <sup>st</sup> January 2012.	N/A	25/10/11
2011.6.7E	<b>FCHS Update</b> <ul style="list-style-type: none"> <li>Phase 2B of the action plan <b>APPROVED</b> to proceed.</li> <li>Clarify position regarding Ophthalmology access on PRH site.</li> </ul>	N/A DoS	25/10/11 22/11/11
2011.6.8B	<b>Private Patient Strategy</b> <ul style="list-style-type: none"> <li>Progress update of steering group and action plan required for December HEC.</li> </ul>	T Fox	20/12/11
2011.6.8JA	<b>AOB</b> <ul style="list-style-type: none"> <li>Investigate the possibility of a shared learning &amp; education portal to enable streamlined and more efficient clinical training/learning. Report back to HEC.</li> </ul>	WD	22/11/11