

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

Outcome of Quality & Safety Committee

Thursday 21st April 2011

Present: Peter Vernon (Chair) Non Executive Director
 Vicky Morris Director of Quality & Safety/Chief Nurse
 Ashley Fraser Interim Medical Director
 Martin Beardwell Non Executive Director
 Manjeet Garcha Interim Head of Patient Safety, NHS West Midlands
 Patricia O'Neill Consultant Microbiologist

Secretary: Rachel Brookes Interim PA to Director of Quality & Safety/Chief Nurse

Apologies: Tina Cookson Chief Operating Officer
 John Davies Chairman
 Simon Walford Non Executive Director

Minute	Decision/Recommendation/Further Action	Responsibility/Deadline
210411.01	Vicky Morris is to have a conversation with Jill Freer to alleviate concerns relating to the sign off of the Review of Serious Incident Reporting Systems Action Plan.	VM 19.05.11
210411.02	Vicky Morris is to look at who will lead the Review of Serious Incident Reporting Systems Action Plan in order to ensure that timescales are adhered to and issues are resolved.	VM 19.05.11
210411.03	The Review of Serious Incident Reporting Systems Action Plan is to be reviewed at the July Quality & Safety Committee meeting in order to check on progress.	VM 21.07.11
210411.04	Vicky Morris is to present a proposal and Business Case for a central tracking system for complaints at the June Committee.	VM 23.06.11
210411.05	Vicky Morris to present the Terms of Reference for the Patient Experience Board at the next meeting.	VM 19.05.11
210411.06	Vicky Morris to review the CQC Annual Inpatient Survey in depth and to present the findings at the May Committee.	VM 19.05.11
210411.07	Vicky Morris and Ashley Fraser will review, edit and decide how to track the National Reports and Enquiries paper prior to the Trust Board meeting in May.	VM/AF 19.05.11
210411.08	Vicky Morris to provide an update on the issue around retained swabs in theatres at the next meeting.	VM 19.05.11
210411.09	Martin Beardwell to check the wording of the Finance and Performance Committee Meeting minutes with regards to the positions no longer required.	MB 19.05.11
210411.10	Tina Cookson to attend the next meeting to talk through the reconfiguration process and to discuss the number of positions confirmed as no longer required.	TC 19.05.11

Date of next meeting – Thursday 19th May 2011, 14:00, Syndicate Room 1, SECC, RSH