

The Shrewsbury and Telford Hospital NHS Trust

**DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE MEETING
HELD ON 23rd AUGUST 2011**

Min.No.	ACTION/DECISION	Responsibility	DEADLINE
2011.4.1.D	Actions from previous meeting: 27.1 The Medical Director to check Day Surgery cohort for VTE assessment.	MD	Sept
2011.4.2A	Business Case for Centralisation of the Switchboard Function: • Decision – approved.	N/A	N/A
2011.4.2B	Operational policy for the Review and Treatment of Emergency medicine Patients: Agreed with minimal further amendment. To be finalised Tuesday 30 th August after amendment.	RL	30.8.2011
2011.4.2C	Addendum to Medical Staff Job Planning Policy: Proposals for further final amendments to be forwarded to JJ, AT, TF who will act as coordinators and agree a broadly defensible and consistent policy. Advertisements to go out next week if possible.	JJ/AT/TF	w/e 2.9.2011
2011.4.3B	Cancer Peer Review: • HEC to receive summary of reports • Cancer Experience Board to be made aware of key issues	NS/ATrumper	ongoing
2011.4.3C	Business Continuity Plan: • Items on page 4 to be implemented: agreed • For approval subject to comments received by COO	All/COO/RL	Next Meeting
2011.4.3D	Bed Reduction Proposal: Centre Chiefs and COO to meet within days for further discussion/ recommendations	CCs/COO	26.8.11
2011.4.3E	Review of Care Received by Elderly Patients Undergoing Surgery: • Precis needed • More detail needed and review next meeting	DQS	Sept
2011.4.3F	Private Patient Strategy: • Comments to TF within 2 weeks. • TF to develop Action Plan	All TF	6.9.2011 Sept HEC
2011.4.3G	Waiting List Session Rate payments: Agreed rates to change 1.1.2012	All	1.1.2012
2011.4.4A	Performance Dashboard: Noted.	N/A	N/A
2011.4.5A	Serious Incident Report: More detail for next meeting.	DQS	Sept HEC
2011.4.7A	Revised Health & Safety Policies: All comments to be submitted to the DCRM by 31.8.11	All1	30.8.11
2011.4.7B	Leadership Academy: Progress report noted.	N/A	N/A
2011.4.7C	RSH Trauma Unit Designation and Submission: Report Noted.	N/A	N/A
2011.4.7D	Achieving Zero Nurse Agency use: Report Noted.	N/A	N/A
2011.4.8 A-G	All items for information were noted.	N/A	N/A
2011.4.8H	Review of the meeting: • The Chair and JC are considering reduction in paperwork (Executive Summary to committee; full papers available online if required) • Poor acoustics in Seminar Room 5 – alternative venue if possible • Patient Story – to appear on September agenda	Chair/JC BRS DQS/BRS	Sept HEC Sept HEC