

Actions of Risk Management Executive

Tuesday 10 January 2012

Attendance

Present:	Mr A Cairns (Chair)	Chief Executive
	Mrs J Clarke	Director of Compliance & Risk Management
	Ms C Jowett	Chief Compliance Officer
	Ms V Morris	Chief Nurse / Director of Quality & Safety
	Dr R A Fraser	Medical Director
	Mr A J Prichard	Centre Chief, Head and Neck
	Mr B McElroy	Centre Chief, Pharmacy
	Prof. A Malcolm	Centre Chief, Diagnostics
	Ms D Lloyd	Centre Chief, Therapies
	Dr S Awwad	Centre Chief, Oncology
	Dr N Srihari	Value Stream, Cancer Care
	Mr A Tapp	Centre Chief, Women & Childrens
	Mrs D Vogler	Director of Strategy
	Mr T Fox	Centre Chief, Surgery
	Dr R Law	Centre Chief, Emergency and Critical Care
	Mr C Beacock	Deputy Medical Director, Clinical Performance
	Mr N Nisbet	Finance Director
	Dr D Hinwood	Centre Chief, Diagnostics
	Dr R Campbell	Associate Medical Director, (Clinical Quality)
	Mr M Prescott	Value Stream, Tele Health Care
	Mr D Allison	Centre Manager, Musculoskeletal
	Ms S Bloomfield	Deputy Chief Nurse
	Mrs H Coleman	Clinical Manager, Medicine
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Mr E A Craig	Centre Chief, Ophthalmology
	Mr A Osborne	Communications Director
	Dr D Warner	Value Stream, Tele Health Care
	Ms V Maher	Workforce Director
	Mr P Moreau	Centre Chief, Musculoskeletal

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2012.03	2011.32	To liaise with N Nisbet to discuss the development of Lightfoot within the Trust	A Cairns / N Nisbet Feb 2012
2012.03	2011.46	To liaise with Surgical & MSK Centres to discuss the Policy for the introduction of new techniques and take to Medical Devices Committee when established	C Jowett Feb 2012
2012.03	2011.46	To reinstate the Medical Devices Committee to ensure medical devices are being checked	A Fraser Feb 2012

2012.03	2011.47	To circulate a message to Centres re: the importance of the 'missed / delayed diagnosis' process to ensure results are not missed	A Fraser Feb 2012
2012.03	2011.89	To provide update at February RME re: Data Quality – Cancelled Operations (following Limited Assurance report)	A Stenton Feb 2012
2012.03	2011.99	To provide an update at February RME re: CSSD / replacement equipment / staffing	A Prichard / T Fox Feb 2012
2012.03	2011.105	To provide update at February RME re: Linear Accelerator	S Awwad Feb 2012
2012.06		To produce a timetable and set of principles to guide Centres re: Point of Care Testing (POCT) and; To produce a set of Terms of Reference for the Medical Devices Committee for further discussion at February RME	A Fraser Feb 2012
2012.06		To forward the Policy for the Introduction of New Techniques to Dr D King for comments	C Jowett Feb 2012
2012.07		To note the changes to be made following receipt of the NHSLA 2012/13 standards and forward revisions to Leads	C Jowett Feb 2012
2012.08		To present the HealthAssure implementation plan to the February RME	C Jowett Feb 2012
2012.09		To forward a response to T Fox / S Biffen to circulate to the Surgical Centre re: Day Surgery developments at PRH	A Cairns Jan 2012

ACTIONS NOT YET DUE

2011.54	2011.34	<i>FBC</i> - If not completed by March, to bring risks back to March 2012 RME	A Tapp March 2012
2012.03	2011.25	<i>Anticoagulation Service</i> - To provide update / assurance that the remaining educational / training aspects are being followed up	A Malcolm March 2012
2012.03	2011.32	<i>IT Department back up arrangements</i> - To scope the way forward and proceed through the Procurement process	N Nisbet March 2012
2012.03	2011.85	<i>Medical risk register</i> - To revisit and discuss further at March RME	J Jones March 2012
2012.03	2011.85	<i>Production of Medical Equipment Replacement Strategy / Risk Assessments within Centres</i> – To hold a definitive discussion at April RME	N Nisbet / A Fraser / ALL April 2012