

**Actions of Risk Management Executive
Tuesday 7 February 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
	Mr M Cheetham	Value Stream, Scheduled Care (representing T Fox)
	Mr N Nisbet	Finance Director
	Dr D Warner	Value Stream, Tele Health Care
	Mr M Prescott	Value Stream, Tele Health Care
	Mr D Allison	Centre Manager, Musculoskeletal
	Dr J Jones	Centre Chief, Medicine
	Mr E A Craig	Centre Chief, Ophthalmology
	Ms V Maher	Workforce Director
	Mr A Stenton	Director of Operations
	Mr A Aldridge	Clinical Manager, Emergency & Critical Care
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Mrs D Vogler	Director of Strategy
	Mr A Osborne	Communications Director
	Dr R Law	Centre Chief, Emergency and Critical Care
	Ms S Bloomfield	Deputy Chief Nurse
	Mr P Moreau	Centre Chief, Musculoskeletal
	Dr D Hinwood	Centre Chief, Diagnostics
	Mr T Holt	Centre Chief, Surgery

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
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

2012.12	2011.46	To forward nominations / comments for the Medical Device Committee / Point of Care Testing to C Jowett by 10 February 2012	ALL 10 Feb 2012
2012.12	2011.46	To make amendment to item 9. of the Medical Device Committee Terms of Reference	C Jowett March 2012
2012.12	2011.89	To implement the two outstanding red alerts following the Internal Audit Limited Assurance Report re: Data Quality (Cancelled Operations)	A Stenton March 2012
2012.13		To hold dedicated session re: Booking & Scheduling at March RME	E Craig / A Stenton March 2012
2012.13		To hold a Task & Finish Group re: effective management of SEMA	E Craig / M Cheetham / A Stenton / N Nisbet / S Peak March 2012
2012.13		To review wording of CRR 342 risk re: Poor referral management on SEMA	E Craig March 2012
2012.13		To reduce score of CRR 232 re: Capacity from 20 to 16 on 4Risk	C Jowett March 2012
2012.13		To reduce score of CRR 473 re: Ageing Ophthalmic equipment from 20 to 16 on 4Risk	C Jowett March 2012
2012.15		To forward nominations for Cohort 1 and Cohort 2 of the Warwick Business School Senior Leadership Development Programme to V Maher by 10 Feb 2012	ALL / V Maher 10 Feb 2012

ACTIONS NOT YET DUE

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
2012.13		To advise of progress re: CRR 142 Medical Records storage, retention and retrieval at April RME	E Craig / April 2012
2012.13		To investigate finding cheaper / lower resources for replacement of medical devices (as per 2011.85 action above)	ALL April 2012
2012.12	2012.08	To provide HealthAssure quarterly update	C Jowett May 2012