

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

**HELD ON TUESDAY 24<sup>th</sup> JANUARY 2012**

Min.No.	ACTION/DECISION	Responsibility	DEADLINE
2011.6.3A	<b>Review of Care Received by Elderly Patients Undergoing Surgery:</b> - <b>Comprehensive</b> action plan that will address all identified areas of concern, detail of gap analysis findings and plans to resolve. To March HEC for discussion.	MD / DQS	27/3/12
2011.6.4E	<b>Medicines Review:</b> Report on outcomes and findings of drug charts and medicine codes audit back to HEC.	B McElroy	24/1/12
2011.6.8B	<b>Private Patient Strategy:</b> Work ongoing around repatriation of private work and Deloitte's sizing opportunities in context of government removing private patient cap - progress update required for February HEC.	T Fox	21/1/12
2011.6.8JA	<b>Streamlined Learning:</b> Provide update on possible shared learning tool/portal to enable streamlined and more efficient clinical training/learning following discussions with SHA.	WD	21/1/12
2011.7.3A	<b>Blood Transfusion Regulations And Compliance:</b> - Discuss report statistics and poor compliance data at Centre team meetings, addressing all lack of training and weak areas respectively. Update required from all Centres in February to demonstrate progress - Bring same report (quarterly) back to HEC to show change/progress	All CC's  N Tufft / K Cooper	21/1/12  21/2/12
2011.7.4A	<b>Performance Report:</b> - Provide update on progress around scheduling patients on remapped admission trees and standardised note-taking.	T Fox / M Cheetham	21/2/12
2011.7.7D	<b>RSH Dedicated Trauma Unit Business Case:</b> Proceed with TU submission but explore further the additional costs identified in the baseline assessment against TU standards and opportunities for absorbing costs through the redesign of existing services. Bring update back to HEC February.	IDoO / K Malpass	21/2/12
2011.8.2A	<b>Medical Locum Project:</b> - Arrange a February Medical Staffing Workshop to work through staffing issues & solutions, spanning medical workforce vacancies and Locum usage. Progress update required.	WD / MD	21/2/12
2011.8.3G	<b>Reconfiguration – Latest Plans:</b> - Discuss and agree how an Integrated Assessment Unit/Zone would work (cross-Centre) - Establish Steering Group to define robust plan (area integration) and action plan to deliver it - Discuss A&E Strategy and sustainability of medical workforce - Discuss and agree direction for Rehab Strategy and develop action plan - Liaise with each Centre to develop an overarching Outpatient and Theatre Utilisation Plan	R Law/T Fox/P Moreau R Law/C Needham/Kate Shaw A Cairns/R Law S Peake/D Lloyd C Needham/Kate Shaw	21/2/12 21/2/12 21/2/12 21/2/12 21/2/12
2011.3.8H	<b>Comprehensive Electronic Requests &amp; Results Reporting Project:</b> - Update required on progress of the dedicated steering group.	C Beacock	21/2/12

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2011.3.8I	<b>LINAC Replacement:</b> Take proposal to the Capital Planning Group in order to fully explore the financial impact, as well as how this compares with other competing business cases for replacement equipment. Bring a more detailed Business Case back to HEC for consideration in February 2012.	S Awwad	21/2/12
2011.8.7B	<b>The Medicine Codes Policy:</b> - Meet to discuss and agree how best to move Trust policies from existence into optimum practice and compliance. Update to HEC required. - Progress report on Drug Chart review and Medicine Codes Audit.	DQS / MD B McElroy	21/2/12 27/3/12
2012.1.2A	<b>Bed Reconfiguration – Phase 2:</b> - Discuss & resolve bed management practices impacting on patient care. - Develop plan to resolve all issues around appropriate use of ward space and patient care as part of the Phase 2 plan. - Bring finite Phase 2 closure plan to HEC for final agreement, having explored and resolved all implementation issues. - Develop business case for the re-use of Lofthouse space to accommodate the repatriation of Nuffield Orthopaedic patients and share in February for decision.	IdoO/M Cheetham/P Skitt IdoO IdoO IdoO	21/2/12 21/2/12 21/2/12 21/2/12
2012.1.3A	<b>McKinsey Hospital Institute:</b> The Committee <b>AGREED</b> to a working partnership with the McKinsey Hospital Institute. Paper/plan to February HEC for approach, following SaTH healthcheck, on how we move a working partnership forward.	CEO	24/1/12 21/2/12
2012.1.3B	<b>Lightfoot Solutions:</b> The Committee <b>AGREED</b> to a working partnership utilising the software and information & reporting systems of Lightfoot Solutions.		24/1/12
2012.1.3C	<b>Protected Meal Times:</b> The Committee <b>AGREED</b> to the approach outlined in the paper.		24/1/12
2012.1.5C	<b>Never Events:</b> Review the WHO Safer Surgery checklist, and how & where it is used. Update in February.	DQS / MD	21/2/12
2012.1.7A	<b>Emergency Blood Management Plan:</b> Paper <b>APPROVED</b> subject to amendments being made.	MD / DCRM	24/1/12
2012.1.7B	<b>Information Risk Management Policy:</b> Policy <b>APPROVED</b> subject to any comments received by the DCRM by 5/2/12.		24/1/12
2012.1.7C	<b>Subject Access Policy:</b> Policy <b>APPROVED</b> subject to amendments being made (detailed in minutes).	DCRM / FD / J Stretton	24/1/12
2012.1.7D	<b>Information Governance Training Policy:</b> Policy <b>APPROVED</b> subject to any comments received by the DCRM by 5/2/12.		24/1/12
2012.1.7E	<b>Corporate Records Management Policy:</b> Policy <b>APPROVED</b> subject to any comments received by the DCRM by 5/2/12.		24/1/12
2012.1.7F	<b>Information Lifecycle Management Policy:</b> Policy <b>APPROVED</b> subject to any comments received by the DCRM by 5/2/12.		24/1/12
2012.1.7G	<b>Working With Display Screen Equipment Policy:</b> Policy <b>APPROVED</b> subject to any comments received by the DCRM by 5/2/12.		24/1/12
2012.1.7H	<b>Major Incident Plan:</b> Policy <b>APPROVED</b> subject to any comments received by the DCRM by 5/2/12.		24/1/12
	<b>** All future written or revised Policies to go in first instance to the Policy Approval Group for agreement.</b>		