

## OUTCOMES: GUIDING TEAM MEETING #5

DATE	Thursday, 17 March 2016
TIME	9:00 AM – 4.15 PM
COMPANY	Shrewsbury and Telford Hospital NHS Trust
LOCATION	Seminar Room 1, SECC

Item No:	Outcome	Responsibility	Update
1.	Decision to be made on the location and environment for the KPO office by the end of March 2016	Tony Fox / Neil Nesbitt / Simon Wright	
2.	Road map compacts to be circulated to the Guiding Team Members	Victoria Maher	
3.	Value Stream #2 (Sepsis) KPO Team to update Value Stream Metric with targets agreed by VSST and present to Executives on 23.03.16	Cathy Smith / Simon Wright	Completed
4.	Provide agenda time for: <ul style="list-style-type: none"> <li>Value Stream #3 boundary discussion</li> <li>Appointment of KPO Specialist</li> <li>June 2016 Coventry Event</li> <li>Roles of Non Executives in the Transforming Care Production System</li> </ul>	Cathy Smith	Completed
5.	Guiding Team Members to produce standard work sheets (day/week/month/year)	All	
6.	Confirm and circulate June 2016 National event date	Adrian Osborne	Awaiting information from NHSI
7.	Progress work to standardize meetings	Tony Fox	
8.	Confirm timeline of COMPACT work for leaders and medical staff	Victoria Maher / Edwin Borman	
9.	Prepare for VS#1 RPIW #2 (Internal Discharge Planning for Respiratory Patients) and VS#2 RPIW #1 (Identification and Screening of Sepsis)	Cathy Smith / KPO Team	Completed
10.	Appointment of KPO Specialist	Cathy Smith	Interviews completed
11.	Adjust the meeting times (11 noon to 6pm) to accommodate video conferencing (KT)	Cathy Smith / Simon Wright	Completed
12.	Proposed cohort of x40 departmental managers for Lean for Leaders Training to be forwarded to KPO Lead	Victoria Maher	
13.	Explore PEIP role and provide Transforming Care methodology taster session	Sarah Bloomfield / Cathy Smith	
14.	Confirm timeline of the 'Way we work' implementation	Victoria Maher	
15.	Develop local video following format of	Adrian Osborne	

	National awareness video		
16.	Progress systems COMPACT	Simon Wright	
17.	DRAFT Policy for Genba walks to be developed included training for NEDs	Neil Nesbitt / Cathy Smith	NN and CS met. Policy in progress.

## Standard Work

1. When outcome complete, please inform Cathy Smith, KPO Lead / Rachel Hanmer, KPO Administrator
2. Outcomes will be updated on the Executive List Tuesday (pm)
3. Outcome list will be reviewed at Executive Huddle at the Accountability Wall