

SURGERY, ANAESTHETICS & CANCER / MEDICINE & EMERGENCY ACTION LOG

Action No	Date of meeting	Action	Lead Officer	Timescale/ Deadline	Comment/ Feedback from Lead Officer	Action
5th December 2023						
13	05/12/2023	Invite groups representing the visually impaired to the next round of focus groups.	Kate Ballinger	31/01/2024	KB has identified potential groups and will send email invites w/c 05/01/24	IN PROGRESS
14	05/12/2023	AHR will agree signage with clinicians first and the circulate to focus group members to ensure the meaning is clear from the name. Members can take back to their groups or organisation for their perspective so that we can end up with the most universally acceptable one.	Gareth Banks	31/01/2024		IN PROGRESS

Agenda Item	Date of meeting	Action	Lead Officer	Timescale/ Deadline	Comment/ Feedback from Lead Officer	Action
7th September 2023						
12	07/09/2023	Gareth Banks (Lead Architect) to review the design guidelines for Dementia patients.	Gareth Banks	30/11/2023	Guidelines reviewed and considered in future designs	COMPLETED
6th June 2023						
11	06/06/2023	Jenny Fullard/ Comms to develop flyers that simply update on latest developments for both sites and distribution and public events	Jenny Fullard	30/11/2023	8 page booklet now finalised and with HTP SRO for sign-off. Boards and posters in place on both sites.	IN PROGRESS

CLOSED ACTIONS

Agenda Item	Date of meeting	Action	Lead Officer	Timescale/ Deadline	Comment/ Feedback from Lead Officer	Action
6th June 2023						
8	06/06/2023	Programme Board to review suggestion of public membership on sub-committees	Matt Neal SRO	31/08/2023	PAF & PACE members invited to participate in 1:50 Design meetings beginning with ED Design group (every three weeks from 14 September)	COMPLETED
9	06/06/2023	Julia Clarke to prepare report from focus groups to HTP Programme Board	Julia Clarke	31/08/2023	Report produced for July Programme Board and quarterley thereafter following focus groups.	COMPLETED
10	06/06/2023	Comms team to update and improve website covering HTP (<i>The University Hospital of Dorset have 'Coming Soon Vision' on their website landing page. Do we have the same?</i>)	Jenny Fullard	31/08/2023	HTP banner added to SaTH website landing page which links through to HTP update pages. Continuing to review.	COMPLETED
14th February 2023						

1	14/02/2023	In relation to the new urgent care facilities at PRH the group were asked th think about suggestions for a new name for the service.	Group		No Feedback given and we hve been advised that the nomenclature will be decided nationally	COMPLETED
2	14/02/2023	In relation to the workstream presentation: 1. What would good look like? 2. What do you think are the biggest barriers to achieving this? 3. What do you think are possible solutions?	Group		Included in June's Focus Group meeting	COMPLETED
3	14/02/2023	If you would like to be involved in meeting to help shape the new PRH front entrance, please contact the team on: sath.engagement@nhs.net	Group		Individuals have registered their interest and awaiting Estates to arrange meeting	COMPLETED
4	14/02/2023	If there is anyone that is interested in joining the Travel and Transport Focus Group, then please indicate this on the online survey which is being sent out to all focus group participants	Kate Ballinger	27/02/2023	Individuals have registered their interest	COMPLETED
5	14/02/2023	It was recommended that a 'you said, we did' section be incorporated into the Outline Business Case and it would be helpful to see a draft of this in the focus groups at the next meeting, recognising that it is confidential and would just be for the discussion within the focus groups.	Julia/Meinir		The OBC follows a prescribed format however information on the focus groups was included in the management of case section. Continuing involvement will be included at the different gateway stages of the business case. The Business case is currently in draft format so would not be shared until final version has been approved.	COMPLETED
6	14/02/2023	Notification of future meetings for diary planning reasons.	Hannah Morris		Meeting dates for next two years sent to participants	COMPLETED
7	07/03/2023	Julia referred to slide 10 which will need to be altered as it refers to the hospital managing the inpatient pain management service, but ongoing pain management is managed through a referral by the GP to the community service which is Connect Pain Health, and we have no role in that but before slides are circulated, it will be made clearer.	Julia Clarke		Slide amended and sent to focus group members	COMPLETED