

MEDICINE & EMERGENCY CARE AND SURGERY, ANAESTHETICS, CANCER - ACTION LOG

Action No	Date of meeting	Action	Lead Officer	Timescale/ Deadline	Comment/ Feedback from Lead Officer	Action
MEC & SAC - 8th March 2024						
15	08/03/2024	Lydia Hughes (HTP Communications) to liaise with HTP, Estates and Patient Experience to look at mapping car parks to patients' hospital locations.	Lydia Hughes			IN PROGRESS
16	08/03/2024	Ensure that the Urgent Care Centre is included in the Emergency Department signposting	Gareth Banks			IN PROGRESS
17	08/03/2024	Ruth Smith (SaTH Patient Experience) to discuss signage in the wayfinding exercise meetings for the Patient & Carers Experience Panel Report which then goes into the Quality & Safety Overview Committee, who then reports to the board, with a view to be taken through to Quality Operations Committee (QOC) so that it could then go on as a recommendation to the board.	Ruth Smith			IN PROGRESS

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MEC & SAC - 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 in contact with groups and HTP are now working towards focus groups or meetings for the visually impaired community.	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

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Learning Disability and Autism Focus Group - 14th November 2023						
ALD 4	14/11/2023	Design team to consider retreat/safe rooms in ED that could be multi-purpose i.e., for patients with mental health issues and dysregulated patients who need calm environment.	Gareth Banks	Ongoing	AHR will look at this proposal with clinicians during the design process	IN PROGRESS

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MEC & SAC - 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	Following major milestones at the end of 2023 and beginning of 2024, the leaflet is being reviewed to reflect these updates.	IN PROGRESS

CLOSED ACTIONS

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16th November 2023 MNVP Focus Group						
MNVP 4	16/11/2023	Consider feasibility and costs of installing a digital map/or touch screen showing how to get to a certain place within the hospital to be used at times when there is nobody on reception in the main entrance area. Possibly with a printout (this is available in other hospitals). Could consider charitable funds if costs not included in project.	Gareth Banks - AHR architects	Ongoing	This can be reviewed as part of the final design proposals over the coming months.	COMPLETED

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Learning Disability and Autism Focus Group - 14th November 2023						
ALD 1	14/11/2023	Ruth Smith to contact Thomas V (attendee) re autism bus.	Ruth Smith	30/11/2023	Shared 5th December 2023	COMPLETED

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Travel and Transport PRH - 17th November 2023						
T&T PRH2	17/11/2023	Mathew Neal to ask colleagues in estates about whether there are any immediate plans for extra parking to be provided at PRH	Mathew Neal with Estates	30/11/2023	It has been confirmed that there are currently no plans for extra parking at PRH, although this will be kept under review. There	COMPLETED
T&T PRH3	17/11/2023	Ed Rysdale to discuss with surgery the planned arrangements for preop clinics and whether clinics will be provided on both sites	Ed Rysdale	30/11/2023	It has been confirmed that pre-op clinics will be provided on both sites	COMPLETED
T&T PRH4	17/11/2023	Ed Rysdale to raise the development of POPS clinics with colleagues in Surgery (working between the surgeons and the geriatricians)	Ed Rysdale	n/a	This is wider than HTP. It has been confirmed that as a service development the proposal would need to be considered clinically in the first instance. The division has a number of high-priority clinical areas of focus and development and this development would need to be considered as part of our very clear process for any additional cases of need and would also involve our ICB colleagues as commissioners	COMPLETED

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RSH Travel and Transport Group - 28th September 2023						
T&T S11	28/09/2023	To link with HealthWatch re current criteria for non-emergency patient transport, which is nationally set (https://www.england.nhs.uk/publication/non-emergency-patient-transport-services-eligibility-criteria/)	Julia Clarke	31/10/2023	Email sent to Shropshire and Telford & Wrekin Chief Officers 25/10/23	COMPLETED
T&TS 12	28/09/2023	To arrange PRH-focused Travel & Transport focus group	Julia Clarke	31/10/2023	Arranged for 17 November 10am-12noon MS Teams invite to be issued	COMPLETED

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MEC & SAC - 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

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MEC & SAC - 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)	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 quarterly thereafter following focus groups.	COMPLETED
10	06/06/2023	Comms team to update and improve website covering HTP (The University Hospital of Dorset have 'Coming Soon Vision' on their website landing page. Do we have the same?)	Jenny Fullard	31/08/2023	HTP banner added to SaTH website landing page which links through to HTP update pages. Continuing to review.	COMPLETED

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MEC & SAC - 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.	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:	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