

Minutes of 1st Draft Team Briefing Meeting
20th February 2002
Room 1o

Attendees.

Liz Fradd	LF
Julie Miller	JM
Anne Grosskurth	AG
Kellie Rehill	KR
Dr Tony Luxton	TL
Alan Carpenter	AC
Jennifer Wenborn	JW
Maureen Morgan	MM

Agenda Point	Note	Action
1.0	Apologises- Mary Parkinson- will be meeting Julie on 22 nd February at CHI	
2.0	Chapter 1	
2.1	Look at core elements of care-essence of care benchmarks	
2.2	DoH- 'Terms' piece of work	
2.3	Trust board minutes- looking at the process of decision making	
2.4	Use the term 'medicine' instead of 'Drugs'	
2.5	Acute Trust- look at patient expectation evidence	
2.6	Compliant with ombudsman what is its status	
2.7	Diagrams- wards	
	Queries	
	The clinical concerns of why CHI has investigated	
	Care of Staff V Care of Patients	
	Management of medicines need to be broken down	
	Sharing- How contracts are written	
	Collaborative working i.e Police	
	Audit monitoring	
	Workforce planning- How are the staff trained to cope with the changes?	
	Care Planning?	
	Use of Terms, lack of clear definition	
3.0	Chapter 2	
3.1	The use the term 'elderly people' replaced by 'older people'	
3.2	Look back at SUI Reports	
3.3	System used by RO to pick up trends	
3.4	Who was in charge of elderly medicine	JW
3.5	Mention a link to about the structure of management and the delivery of good patient care	TI

	Queries	
	12-20- Why could they not clearly indicate Dr Barton prescription practices	Mm
	Guideline for Drug prescription were to wide? Chpt 6	Mm
	13-6 What should have triggered Trust to contact RO – Police and Press?	Ac
4.0	Chapter 3	
4.1	Stakeholder definition	
4.2.	Local concerns match National concerns	
4.3	Grid for stakeholder information and observation	
	Queries	
	More dialogue is needed with relatives to explain the need for food and drink by the patient	TI
5.0	Chapter 4	
5.1	Check structure and who is lead consultant- is it David Jarratt?	
5.2	What is the process that the Trust would use today to deal with Dr Barton and what were the Trust options then	
5.3	27-18- definition of Staff Accountability	Mm
5.4	Chronology about what they knew	
5.5	27-18 definition of ‘supervision’ and ‘clinical supervision’	Mm
5.6	28-19- skill mix check to see does it also consist of a change in Doctors and therapist needs	TI
5.7	Check case mix- Interview with Dr Qureshi mentions there has been towing and froing.	
5.8	29-7- seconded staff who have received a lot of support from the trust	
5.8	Tony will send a copy of the job description his trust uses	TI
5.9	30-23- MDT Micheal Westway research around MDT working and NSF	Mm
6.0	31-1 Joint training examples	
6.1	31-12 AHP appraisals	
7.0	Chapter 5	
8.0	Chapter 6	
8.1	35-0 Ask Trust about medication chart for 1998 and medicine chart for fentanyl	
8.2	35-10 Check for 2 nurses who have commented on syringe drivers	
8.3	37-10 Check what policy indicated change in prescription writing policy	
8.4	37-17 Re-look at Policy on Syringe driver to check what policy was said- Chpt 7 end of life	
8.5	Recent complaint – Ian Reid about lack of medicine	
9.0	Chapter 9	
9.1	48-4 Best practice for dealing with a compliant	
9.2	Evidence of discussion about dealing with complaint- Board Meetings- ask Fiona for 1998 meetings	
	Queries	

	Would trust legal Advisor been involved	
10.0	Chapter 10	
10.1	Check about what audits were going on	
10.2	Check what the outcome of the audit in 1999 and did this result in an action plan	
10.3	56-4 Jo O'Dell interview notes	
10.4	57-1 List of audit projects	