

**ACTION SUMMARY – FOLLOWING MEETING TO REVIEW PERFORMANCE OF NAMED NURSES.**

| RECOMMENDATION  | ACTION  | PERSON RESPONSIBLE  | OUTCOME   |
|---|---|---|---|
| 3.1.1 Investigate the use of an alternative record system.                                    | Include in project brief for Nurse development facilitator.   | F Cameron   | Advert to be placed w/c 24 <sup>th</sup> Jun. 02<br>Project brief to be shared with CG panel  |
| 3.1.2. Recognise the serious nature of the situation which had occurred.                      | Meet with the named nurses formally to discuss failing in practice in 1998 in particular record keeping.                          | F. Cameron  | Meetings held with C. Joice, P Beed and M. Couchman. Also present Jane Parvin, Head of Personnel and B Woodland RCN rep.<br>All acknowledged serious failing in record keeping in 1998.<br>All identified mitigating circumstances and presented evidence of improved practice. |
| 3.1.3. Instigate a relevant and evaluated training and development plan for each named nurse. | Performance plans have been generated for all 3 named nurses.<br><br>Discussions are underway with the RCN re input from the GNP. | <ul style="list-style-type: none"> <li>• Jan Peach/<br/>Toni Scammell</li> <li>• Phillip Beed/Toni Scammell</li> <li>• Penny Wells</li> </ul> F Cameron |   |
| 3.1.4. Establish regular clinical   | Include in project brief for Nurse development  | F Cameron   | Advert to be placed w/c 24 <sup>th</sup> Jun.02.<br>Project brief to be shared with CG panel.   |

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| supervision for all nurses  | facilitator.                                  |            |  |
| 3.1.5. Include agreed programme of workload/staffing evaluations in PCT clinical governance plans | Discuss at PCT clinical governance committee. | F Cameron. |  |

**F CAMERON JUNE 2002**