July

Fareham and Gosport **NHS**
Primary Care Trust

Minutes of the meeting of the Clinical Governance Committee held on 16th January 2003 in the Conference Room at Fareham Reach

PRESENT:

Andrew Paterson
Nicky Heyworth
Chris Kelly
| Code A |
Fiona Cameron
| Code A |
Anne Stewart

APOLOGIES:

Ian Reid
Alan Pickering
Justina Jeffs

| Code A |

1. Apologies for Absence

Apologies for Absence were received from Ian Reid, Alan Pickering, Justina Jeffs, Code A
| Code A |

2. Minutes of the last Meeting

These were agreed as being a true reflection of the meeting.

3. Matters Arising

I. Referral letters and pathology results standardisation

NH and | Code A | have visited 5 practices across F&G and assessed software from each of the following systems; Torex Sytem 5, EMIS LV, EMIS GV, Microtest and IPS Vision 3. Some systems have semi-templates created for writing referral letters, but guidance from PHT is needed outlining what is required from referral letters and pathology results.
Action: NH to set up meeting with | Code A |, NH and the Modernisation Department at PHT.

II. Patient Group Directions Update

The PGDs have been updated and circulated, apart from the Levenelle PGD, which will be up and running shortly.
However, national bodies such as the RCN and BMA appear to be questioning the need for PGDs and their comments may influence local medical and nursing opinion.
As a PCT we are promoting their use within General Practice and recognise that their use and effectiveness need to be audited.

Action: CK to report back from the Practice Nurse Meeting
NH, JJ & HB to establish audit tools and send them to practices

III.   **Clinical Governance Leads Meeting**

AP and NH explained that they had had an away morning for the Clinical Governance Lead GPs. This was to discuss GP Appraisals and was very well attended with most practices across F&G represented.
It was suggested that, when possible, these meetings should include the provider service managers.
Action: NH and JJ to co-ordinate

IV.   **Trust Board Performance Indicators**

A quarterly complaints return currently goes to the Board.
Action: AT to co-ordinate

V.   **Amended Terms of Reference**

Please see attached TOR (draft 4)

4.   **Violence In Primary Care Update**

In line with the "Zero Tolerance" Campaign, primary care facilities are now receiving a service from Oak Park Security. This service enables staff in primary care to ring for security as an emergency or to book a security officer if trouble is anticipated. A summary of the service is attached to the minutes for information.
Code A asked if this service extended to out of hours visits and NH agreed to check. It was also suggested that the local constabulary should be informed of these security measures.
Action: NH to check re. Out of hours service.
        NH to write to local constabulary re. Security service

5.   **GP Appraisals**

The pilot phase of the GP Appraisal process is now complete, so all the appraisers have appraised or been appraised within the appraiser group. AP, NH, East Hants PCT and Portsmouth City PCT are meeting with the Local Medical Committee on the 20th January 2003 to approve the terms and conditions of the appraisal process. After this, the process should be able to start in earnest as the Professional Executive Committee (PEC) has approved this process
Action: AP / NH to meet LMC and report back

6.   **Gosport War Memorial Hospital Update**

The various investigations continue. In spite of this, morale at GWMH remains high.

7.   **CHI Action Plan**

The CHI action plan is attached for information.
A CHI Implementation Group are looking at the recommendations and ensuring they are met.
FC then went on to explain the current 'out of hours' situation at GWMH. To summarise, all patients transferred to "Sultan Ward" will be approved by the Elderly Medicine Department at Portsmouth Hospitals Trust before admission. This in no way affects GPs admitting their own patients from home.

Out of hours cover is currently provided to all three wards by Drs Knapman, Beasley and Brigg for 25 hours a week and the balance of cover by Primecare. The current arrangements are due to end on the 16th February 2003, and work is underway to manage this.

8. **Clinical Governance Development Plan**

Please see attached. This has been sent to the Strategic Health Authority but will be distributed throughout the PCT for consultation. It will also be reformatted to reflect the CHI action planning process and be presented at the Board Meeting in March.
Action: FC / NH to reformat. FC to present to the Board

9. **NICE Implementation – Way Forward**

A subgroup is currently being formed to look at NICE recommendations and their application and monitoring in practice.
This was also felt to be a good subject to raise with the GP Clinical Governance Leads Group for one of their meetings.
Action: NH to arrange meeting of the sub-group which will include representation from clinical governance, service planning, finance, pharmaceutical advisors and public health.

10. **Pharmacy Update**

Work has been progressing with the Clinical Governance and Community Pharmacy work and papers are attached that outline the work being done. These papers are going to be presented to the next PEC meeting by Dr. Andrew Paterson.
Action: AP to report back from PEC

11. **Training and Development Update**

FC reported that the first meeting of the Training and Development Forum had happened within the last week. It was felt that a group needed to concentrate on developing systems and processes to support both the business planning and the WDC bidding cycle.
Margaret Smith is looking at primary care training needs and CK is meeting with Bob Smith and Margaret Smith.
The Portsmouth City PCT Target days were mentioned as good practice and the Committee felt it would be advantageous for someone to come and speak about Target at a CG Committee meeting.

12. **Any Other Business**

CK asked about the disposal of Practice computers and what should be done with them. It was agreed that they could be taken by the Council as long as the hard drive was wiped first.

Date and time of next meeting

Thursday 13th March, 12.30-2.30, Conference Room (downstairs), Fareham Reach