

# Fareham and Gosport **NHS**

Primary Care Trust

**Clinical Governance Leads Group**  
**Meeting to be held on Thursday 16<sup>th</sup> January 2003**  
**12.30 – 2.30pm, Board Room, Fareham Reach**  
**(Lunch provided)**

## AGENDA

- |       |  |                     |
|-------|--|---------------------|
| ✓ 1.  | Apologies for absence                                |                     |
| ✓ 2.  | Minutes of last meeting                              | <i>Attachment A</i> |
| ✓ 3.  | Matters Arising                                      |                     |
| i.    | Referral letters & pathology results standardisation | <i>NH</i>           |
| ii.   | PGDs and community nursing update                    | <i>NH / FC / HB</i> |
| iii.  | Clinical Governance Leads meeting                    | <i>AP / NH</i>      |
| iv.   | Trust Board Performance Indicators                   | <i>FC</i>           |
| v.    | Amended Terms of Reference                           | <i>Attachment B</i> |
| ✓ 4.  | Violence in Primary Care Update                      | <i>NH</i>           |
| ✓ 5.  | GP Appraisals  | <i>AP / NH</i>      |
| ✓ 6.  | Gosport War Memorial Hospital Update                 | <i>FC</i>           |
| ✓ 7.  | CHI Action Plan      FC                              | <i>Attachment C</i> |
| ✓ 8.  | Clinical Governance Development Plan                 | <i>To be tabled</i> |
| ✓ 9.  | NICE Implementation – way forward                    |                     |
| ✓ 10. | Pharmacy Update                                      | <i>HB</i>           |
| ✓ 11. | Training and development update                      | <i>FC</i>           |
| 12.   | Any Other Business                                   |                     |

### Distribution;

Andrew Paterson  
Rachael Boyns  
Ian Reid  
Nicky Heyworth

Chris Kelly

Code A

Justina Jeffs

Code A

Code A

Code A

Fiona Cameron  
Ann Stewart

# Fareham and Gosport

Primary Care Trust

## Minutes of the meeting of the Clinical Governance Leads Group held on 17<sup>th</sup> October 2002 in the Conference Room at Fareham Reach.

### PRESENT:

Andrew Paterson  
 Justina Jeffs  
 Nicky Heyworth  
 Cathy Thomas  
 Code A  
 Phillip Scott  
 Code A  
 Fiona Cameron  
 Code A

### APOLOGIES:

Ian Reid  
 Alan Pickering  
 Lucy Docherty  
 Chris Kelly  
 Anne Stewart

### 1. Apologies for Absence

Apologies for Absence were received from Ian Reid, Lucy Docherty, Chris Kelly, Alan Pickering and Anne Stewart.

### 2. Minutes of the last Meeting

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

### 3. Matters Arising

- I. It was noted that the Practice Manager's representation from Gosport would be shared between Code A and Code A
- II. Terms of Reference  
 Nicky Heyworth to check if amendments have been made.
- III. Performance Indicator Working Group  
 Alan Pickering sent his apologies
- IV. GP Appraisal – GP's are undertaking appraisals of each other. There are six appraisers trained in Fareham and Gosport. It has been agreed to pay £1,000 per appraisal, including locum cover and training needs resulting from appraisal. The PCT is looking at providing contracts for appraisers.  
  
 A guide for GP appraisals will be sent out to each GP two months before their appraisal. Actual appraisal documents can be downloaded from the Department of Health website.
- V. A further meeting is required to discuss Clinical Governance Lead Group, made up of Lead GP's in each practice. The group met three times in the last two years. Appraisal will be discussed at the first meeting. Nicky Heyworth will arrange a half day meeting, with locum fee reimbursement for mid December, any ideas to be given to Nicky Heyworth or Code A

The appraisers are:

|                  |                              |
|------------------|------------------------------|
| Dr J Bateman     | Westlands Medical Centre     |
| Dr A Millman     | 187 Gudgeheath Lane, Fareham |
| Dr D Erskine     | Bridgemary Medical Centre    |
| Dr J Lloyd       | Rowner Health Centre         |
| Dr A McFarlane ) |                              |
| Dr G Newman )    | Brook Lane Surgery, Fareham  |

#### 4. Referral letter and Pathology Results Standardisation

Mr. Philip Scott, Head of IT, gave an overview of the standard of referral letter and pathology results currently received by those working in secondary care. In primary care, there are a number of different software packages, producing different letters. It was agreed that Andrew Neal, IT facilitator for F&G PCT and Nicky Heyworth, Clinical Governance Manager, would visit a representative practice from each software company to assess the letters currently being produced. AN and NH will liaise with Philip Scott to keep him updated, and report to the next Clinical Governance Leads Meeting.

#### 5. Violence in Primary Care

Zero tolerance initiative focusing on all areas particularly Primary Care. A Violence Sub Group has been formed – Nicky Heyworth, Rachel Boyns, Chris Kelly and Betty Woodland to discuss securing facilities for Fareham and Gosport.

The PCT is required to generate an action plan and send to Strategic Health Authority.

There will be a need to carry out risk assessments for all practices.

Suggestion made to contact Crime Reduction Officer.

There was also a discussion re: recording verbal/violent incidents.

#### 6. Trust Board Performance Indicators

Need to be reviewed in light of Board comments.

#### 7. Gosport War Memorial Hospital Up-date

Noted that Professor Baker audit was under way and that the police investigation had commenced. There remain concerns re: sustaining out of hours cover to Dryad and Daedalus after 31.12.02.

Fiona Cameron, Ian Reid, Althea Lord, Margaret Smith and Neil Stubbs are working with other local providers in an attempt to resolve.

#### 8. Audit Update

CHI action plan is in its 3<sup>rd</sup> draft. Final draft should be received by the end of November, meeting on 8<sup>th</sup> November 2002 of CHI Implementation Group.

#### 9. Pharmacy Issues

PGD's were drawn up two years ago to be used in practices. Discussion regarding their use in community nursing – unresolved.

#### 10. Progress with the Caldicott Report Timetable

**Code A** is co-ordinating this and has sent out questionnaires. The next meeting is to be held on Monday where results of audits will be analysed and report will then be sent to Department of Health early next year.

**11. Any Other Business**

Nil

**Date and Time of Next Clinical Governance Leads Group Meeting**

Please note that the date of the next meeting has been changed to Thursday 16 January 2003 in the Conference Room at Fareham Reach, 12.30-2.00pm.

## Fareham and Gosport Primary Care Trust

### Clinical Governance Committee

#### Draft Terms of Reference *(3rd)*

#### Purpose

- ◆ Develop the PCT's Clinical Governance Framework

#### Terms of Reference

- ◆ To support Clinical Governance activities throughout the Trust, cultivating a positive environment and allowing good practice to flourish
- ◆ To address actions agreed upon by the District Clinical Governance Committee (DCGC)
- ◆ To flag up local issues to the DCGC
- ◆ To lead the Clinical Governance process across the PCT
- ◆ Ensure effective communication of the Clinical Governance Strategy
- ◆ Develop, implement and monitor a Quality Development Plan
- ◆ Ensure patient and public involvement in the Governance agenda
- ◆ Provide regular updates to the Professional Executive Committee (PEC) and the PCT Board. Provide specific reports when required
- ◆ Produce an annual quality and clinical governance report for the PCT
- ◆ Develop Clinical Governance education programmes for all staff
- ◆ Work closely with the following groups to ensure Clinical Governance issues are integral to their working;

Commissioning Group

~~Education Consortium~~

Research and Development Committee

Governance and Risk Leads Group

GP Lead Group

Patient and Public Users Group

Workforce Development Confederation

Nursing Clinical Governance Group

- ◆ The Clinical Audit Group will be a subgroup of the Clinical Governance Leads Group
- ◆ Inform the PCT's education and training strategy
- ◆ Ensure systems are in place to close the 'Clinical Governance loop'

### Reporting Mechanisms

- ◆ The Clinical Governance Committee will be chaired by the PCT Lead GP
- ◆ The agenda papers for the meeting and minute taking will be co-ordinated by the PCT Clinical Governance Manager
- ◆ Minutes of the meeting will be submitted to the PEC and the PCT Board
- ◆ The Committee will meet bi-monthly

### Membership

|                                    |  |
|------------------------------------|--|
| GP Lead for Clinical Governance    | Dr. Andrew Patterson                     |
| Chief Executive                    | Ian Piper                                |
| Medical Director                   | Ian Reid                                 |
| Operational Director               | Fiona Cameron                            |
| PCT NED                            | Ann Stewart                              |
| Practice Managers                  | Jean Smith/Jayne Colebourne/Cathy Thomas |
| Board Nurse Member                 | Chris Kelly                              |
| Community Health Council           | <b>Code A</b>                            |
| Service Development Manager        | Rachael Boyns                            |
| PCT Clinical Governance Manager    | Nicky Heyworth                           |
| PCT Clinical Effectiveness Manager | Justina Jeffs                            |
| PCT Pharmaceutical Advisor         | <b>Code A</b>                            |

*Nicky Heyworth  
Clinical Governance Manager  
December 2002*