

Portsmouth and SE Hants Risk Managers Network Group

Notes of meeting held on 27 March 2003
Large Committee Room, SJH

Present

Code A	East Hants PCT
Code A	Portsmouth City PCT
Code A	IOW Hospitals Trust
Code A	IOW Hospitals Trust
Code A	Portsmouth Hospitals NHS Trust

In Attendance (for item 2)

Julie Windsor PCT Falls Nurse Specialist

Apologies

Nicola Heyworth	Fareham and Gosport PCT
Caroline Harrington	Fareham and Gosport PCT
Code A	Numerica
Code A	IOW PCT
Code A	West Hants Mental Health Trust

ITEM		ACTION
2	Julie Windsor attended to give group overview of ongoing work to address the problem of falls. JW advised that funding for her post was due to run out shortly and there were no plans to continue. There are still numerous issues to address relating to S6 of NSF, with April 05 being the date for achievement of the last milestone. A falls register has to be developed that could be populated via incident reports. JW has developed a stratified tool and a joint policy is being sent for consultation. Pilots are happening. There are issues around informing relatives i.e. if patient suffers a 'minor' fall. JW would like to see quarterly readable reports to go to wards.	
3	Minutes from last meeting (31 January 03) were accepted as a true record.	
4	<u>Matters arising:</u> 2. <u>Controls Assurance</u> – Issues around CA were discussed. For PCT's, some standards have no obvious leads within the organisations and this has repercussions around accountability. It was thought that the Managers guide had not been widely used but it was potentially useful for new managers. Training of key staff was discussed. PCT's provide half day training for 3 core standards. IOW provide 3 days	

	<p>training. Group acknowledged this year was difficult to try and make returns within allotted time frame. [Code A] reported that she had spoken to DoH and had been advised only IN would inform the 'star rating' process this year and next year IN plus the 3 core standards would be included.</p> <p>3. RA tool – [Code A] and [Code A] agreed to share their tools with the group. (Post meeting note – forwarded electronically.)</p> <p>4. Incident Reporting – [Code A] to invite [Code A] to meeting re new reporting form.</p> <p>5. Investigating Officers – ongoing.</p> <p>6. RM Training – [Code A] informed the group the EHPCT new sessions were starting on 7 April 03 and that an RM training group had been set up. [Code A] advised PHT were currently reviewing their induction programme. [Code A] shared the IOW induction programme (to be distributed as 'hard' copy). [Code A] also advised that [Code A] was involved in developing a check lists for temp staff and also for opening a new temporary ward. These will be shared with group when available.</p> <p>7. First-Aid training – [Code A] advised the group that Tolley's H&S Handbook contained details of requirements. (to be distributed as 'hard' copy).</p> <p>8. Pt Information – [Code A] advised that Pt Info Officer had been deployed to the Gulf and that the Pt Info Group meeting had been rearranged. MB to attend meeting and discuss leaflets being distributed to GP surgeries (it is possible these could be available electronically). [Code A] to provide policy when updated.</p> <p>9. Medical Devices – [Code A] advised that the Arjo 'sweep' of hoists had not been very successful and that several areas had been missed. [Code A] and H&S officer to complete work themselves.</p>	
5	<p>'CLIP' (Complaints, Litigation, Information, PALS) Group: [Code A] would like to start a group, to be a district wide acute forum with specific remit for organisational learning i.e. lessons learned from incidents and also as a way of identifying trends. Group agreed this could be very useful. [Code A] to contact relevant personnel.</p>	[Code A]
6	<p>Northampton Workshops: [Code A] asked if any members were attending these. No group member was, but it was decided to ask at the SWRMC that if any member attended they could share info with others. (Post meeting note: [Code A] is attending and will provide MB with feedback to share with group).</p>	
7	<p>Maturity Matrix Document: As [Code A] was unable to attend this meeting, this item to be deferred to next meeting. [Code A] felt there were some discrepancies between SM's interpretation of the matrix and RPST L2.</p>	
8	<p>Building the Assurance Framework: Group discussed issues about the amount of information Boards were expected to receive and ways of making the information more manageable. EHPCT are using a matrix and PCPCT ??????? District Audit. It was agreed that the new document is clearer than the original.</p>	

9	<u>AOB:</u> Nil reported	
10	<u>Date and Time of Next Meeting:</u> Thursday 15 May 2003 1430 – 1630 SL to arrange venue BJ to co-ordinate agenda/take notes.	

Distribution by email:

Those present and apologies
Nigel McFetteridge (SHA)

Attachments (by post):

IOW Corporate Induction Programme
Tolleys H&S at Work Handbook (F70/1 – 13) plus First Aid Risk Assessment (back page)