








DIVISION OF MEDICINE FOR OLDER PEOPLE
MANAGEMENT AND GOVERNANCE COMMITTEE
Thursday 30th October 2008
2:30pm to 5pm in North Building QAH

AGENDA

Item	Details
1	Apologies
2	Previous Minutes – for accuracy  L:DMT Mins 140808.doc
3	Summary of Agreed Actions and any Matters Arising  L:\DIVISIONAL OFFICES\Pat\Division
4	Combined Management and Governance Group <ul style="list-style-type: none"> • Proposal – to follow • Rolling programme of speciality reports – to follow • Standing Agenda – attached  \\Qah-svr-farm\ elderly\Management\ <ul style="list-style-type: none"> • Membership – to follow
5	Divisional Risk Register <ul style="list-style-type: none"> • Verbal Update of action (JC) • New items for consideration (All)
6	Reports from speciality or topic leads - (Rotational basis)
Standards for Better Health	
6	Safety (incidents, safe guarding, emergency planning, infection control, medical devices, health & safety) <ul style="list-style-type: none"> • SUIs process <ul style="list-style-type: none"> ○ SHA Review/action plan (JC) ○ DMOP reporting/feedback process (JC) • Safety alerts (JC) • Nice guidance and interventional procedures (IR) • Infection Control update (KB/GG) <ul style="list-style-type: none"> ○ Hand Hygiene Audits ○ MRSA and C Diff rates • AOB
7	Clinical and Cost Effectiveness (care based on nationally agreed best practice / guidelines and under appropriate clinical supervision / leadership) <ul style="list-style-type: none"> • NICE technology appraisals (IR) • Policies and procedure (DSN) • AOB
8	Governance (principle of clinical and corporate governance, risk assessment, records management, employment – registration and training, research governance)

Item	Details
	<ul style="list-style-type: none"> • Draft Balanced Score Card – <ul style="list-style-type: none">  • \\Qah-svr-farm\elderly\Management\ • Finance <ul style="list-style-type: none"> ○ Current position (RN) ○ Trust Position (LH) ○ Addition savings plans (RN/CA/NM) ○ Charitable funds (LH) • Activity <ul style="list-style-type: none"> ○ Acute (JH/CA) • HR <ul style="list-style-type: none"> ○ General Update (BG) ○ Sickness management project – attached (BG)  • \\Qah-svr-farm\elderly\Management\ <ul style="list-style-type: none"> ○ • DMOP report to Trust Q&GC – items for coverage (KB) • Team Brief <ul style="list-style-type: none"> ○ Trust ○ DMOP • AOB
9	<p>Patient Focus (patient information, patient experience, complaints and feedback)</p> <ul style="list-style-type: none"> • Patient Surveys – verbal update (CA) • Feedback from PEG (DSN) • Nutrition provision (DSN) • AOB
10	<p>Accessible and Responsive Care (no discrimination, access to care)</p> <ul style="list-style-type: none"> • Clinical Services Directory • Outpatient – report attached (NM)  • \\Qah-svr-farm\elderly\Management\ • Challenging behaviour Unit – proposal attached - Claire Spice attending 4pm  • \\Qah-svr-farm\elderly\Management\ • AOB
11	<p>Care Environment and Amenities (clean, safe, supportive, confidential)</p> <ul style="list-style-type: none"> • Current environment (OM) • New Hospital – Update (CA) • Cook chill & housekeep role – update (CA/BG) • SMH site – update (NM) • AOB
12	<p>Public Health (improve health of community, reduce inequality, disease prevention, NSF plans, infectious disease / emergency plans)</p> <ul style="list-style-type: none"> • AOB
	<p>Date of Next Meeting</p> <p>27th November 2008, 2.30-5.00, North Building Seminar Room</p>

Circulation:

DMOP M&GC

Lesley Humphrey

Ann Dowd

Ian Reid

Jane Williams

Kim Bezzant

Neil Martin

Chris Ash

John Corben

Gill Gould

Julie Turk

Rachel Newman

Brenda Gould

Jonathan Hayes

Chrissie Immins

Carol Farmiloe

Other Attendees:

Claire Spice

DRAFT
STANDING AGENDA FOR MANAGEMENT AND GOVERNANCE COMMITTEE

Item	Details
1	Apologies
2	Previous Minutes
3	Summary of Agreed Actions and any Matters Arising
4	Divisional Risk Register
5	Reports from Departments - (Rotational basis)
Standards for Better Health	
6	<p>Safety (incidents, safe guarding, emergency planning, infection control, medical devices, health & safety)</p> <ul style="list-style-type: none"> • Incidents / SUIs (RM) • Safety alerts (RM) • Nice guidance and interventional procedures (report from Governance lead) • Infection Control update (DSN) <ul style="list-style-type: none"> ○ Hand Hygiene Audits ○ MRSA and C Diff rates ○ AOB • Medicines safety (Report from chair of safety group: Vivienne MacDonald) • AOB
7	<p>Clinical and Cost Effectiveness (care based on nationally agreed best practice / guidelines and under appropriate clinical supervision / leadership)</p> <ul style="list-style-type: none"> • NICE technology appraisals (GL) • Supervision of junior staff (DCD and DSN) • Update of skills and techniques relevant to clinical work (DCD and DSN) • Audit – internal and external activity and action plans (report from audit lead) • Policies and procedure (DSN) • AOB
8	<p>Governance (principle of clinical and corporate governance, risk assessment, records management, employment – registration and training, research governance)</p> <ul style="list-style-type: none"> • Finance (FM) • Activity (OM) • General HR Update (HR Manager) • L&D update (HR manager) <ul style="list-style-type: none"> ○ Recruitment and vacancies ○ Essential training ○ Other training • Governance issues arising from other Divisional meetings • Staff concerns (DSN and DCD) • Records management (Office Manager) • AOB
9	<p>Patient Focus (patient information, patient experience, complaints and feedback)</p> <ul style="list-style-type: none"> • Complaints / Plaudits (DSN) • Confidentiality and consent (DSN) • Feedback from PEG (DSN)

Item	Details
	<ul style="list-style-type: none"> • Nutrition provision (DSN) • AOB
10	Accessible and Responsive Care (no discrimination, access to care) <ul style="list-style-type: none"> • Feedback questionnaire results (OM) • Emergency care pathway (OM) • AOB
11	Care Environment and Amenities (clean, safe, supportive, confidential) <ul style="list-style-type: none"> • Current environment (OM) • PFI (OM) • AOB
12	Public Health (improve health of community, reduce inequality, disease prevention, NSF plans, infectious disease / emergency plans) <ul style="list-style-type: none"> • Disease prevention and health promotion (DCD) • AOB
	Date of Next Meeting