




Medical Clinical Service Centre  
Governance Committee 2012  
PATIENT AND STAFF SAFETY

Meeting date and time	Thursday 11 October 2012, 1.00 pm – 3.00 pm	
Location	Lecture Theatre, E Level, QAH	
Item	MINUTES	
1	<b>Apologies:</b> <div style="border: 1px dashed black; padding: 10px; text-align: center; margin: 10px 0;"> <h2 style="margin: 0;">Code A</h2> </div>	
2	<b>Minutes</b>  G:\Medical Division - Clinical Governance\	
3	<b>Summary of Agreed Actions / Matters Arising (See action grid)</b> <ul style="list-style-type: none"> <li>• Sharps – Action</li> <li>• Essential Training – Safeguarding access through ESR</li> <li>• Notice Boards for Wards</li> </ul>	<b>10 minutes</b>
4	<b>Trust wide committee minutes (Attached for information)</b>  G:\Governance - G and Q Committee\201	
5	<b>Case Study</b> Fall on C7 – case study presentation	<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> <b>Code A</b> </div> <b>10 minutes</b>
6	<b>Falls</b>	
7	<b>Medications</b> <ul style="list-style-type: none"> <li>• Missed doses – this is everyone’s responsibility</li> <li>• Transferring patients with medication.</li> <li>• New prescription charts</li> <li>• O2 prescription charts – invitation of <div style="border: 1px dashed black; padding: 2px; display: inline-block;">Code A</div></li> </ul> <p>Raise risk of multiple new documentation charts:</p> <ul style="list-style-type: none"> <li>• Nursing</li> <li>• Fluids/prescriptions</li> <li>• Insulin/Diabetes</li> <li>• Oxygen</li> <li>• Braden</li> <li>• Drug chart</li> </ul>	<div style="border: 1px dashed black; padding: 5px; display: inline-block; margin-bottom: 10px;"> <b>Code A</b> </div> <b>40 minutes</b>
8	<b>SIRIs</b>	
9	<b>Pressure Ulcers</b> <ul style="list-style-type: none"> <li>• Repositioning regime</li> <li>• Photographs – Medical Photography to aid grading.</li> <li>• Long cath lab procedures – liaise with Theatres.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Education required – re grading accuracy.</li> </ul>		
10	<b>Risk Register</b> Quality Impact Assessments <ul style="list-style-type: none"> <li>Venepuncture in diabetes - &lt;3/week – competency review annually.</li> <li>Discuss with <b>Code A</b> – Risk Register CSC to date.</li> </ul>	<b>Code A</b>	
11	<b>VTE</b> <ul style="list-style-type: none"> <li>The issue of post procedure assessment was highlighted.</li> <li>Prescribing and administration of TEDs</li> </ul>		
12	<b>Safeguarding – Serious Case Review</b>	<b>Code A</b>	
13	<b>Infection Control</b>		
<b>CQC Outcomes 2, 7, 8, 9, 10</b>			
14	<b>Speciality Report</b> <b>Diabetes/Endocrinology</b>   G:\Medical Division - Clinical Governance\	<b>Code A</b>	<b>25 minutes</b>
15	<b>Any Other Business</b>		
<b>Date of Next Meeting: Thursday 22<sup>nd</sup> November 2012, Patient &amp; Staff Experience Agenda</b>			