

TRUST BOARD ACTION LIST FROM 28 MAY 2013

Minute Point Reference	Details of action agreed	Action by whom	Timescale	Progress & Updates
TB7b/13	Organisation Readiness for Acquisition: Presentation to be given to the Board on Ophthalmology Specialist Service.	PA/LC	May 2013	Board agenda when business case complete - July
TB27g/13	Francis Inquiry – Action Plan: a) Details of the Department of Health’s response to the recommendations to be discussed/outlined at the April meeting.	Mrs Farrar	June 2013	DH’s response circulated to Board members and consultation commenced with staff. Update at June meeting.
TB84/12	Clinical Presentation: Dementia: Matron Tomlinson to be invited back to Trust Board in the New Year to update members on the Dementia Services within NCUH	Mrs Stockdale	25/6/2013	Update presentation to be given at June Board meeting when data complete.

TB49/13	a) Safety, Quality and Patient Experience Mrs Platton to invite Tony Roberts to a future Trust Board meeting to discuss the mortality framework.	Mrs Platton	July 2013	
	Mrs Platton to report back to Trust Board on the 2 non elective deaths.	Mrs Platton	June 2013	
	Improvement Themes from Mortality and Harm Review 2012/13 Mrs Platton and Dr Rushmer to pass on Mrs Farrar's thanks to ward staff for their significant improvement.	Mrs Platton/Dr Rushmer	June 2013	
	Measuring the Patient Experience Ms Proudfoot to send a letter to A&E staff from the Trust Board.	Ms Proudfoot	June 2013	
	Safety Thermometer Mrs Platton to present a detailed root cause analysis to June Trust Board.	Mrs Platton	June 2013	
	Dr Graham to provide a rolling programme of water sampling to be reported to the Board quarterly to have assurance this is delivered; to write to the renal clinicians setting out what the Board has agreed.	Dr Graham	June 2013	
	Meeting the Contractual Duty of Candour Dr Rushmer and Mrs Platton to confirm to ward staff the need to provide feedback to patients immediately should a 'moderate' incident take place.	Dr Rushmer/Mrs Platton	June 2013	
	b) Serious Complaint Emergency Care Dr Burke to provide a progress report to the Board in September.	Dr Burke	September 2013	

	<p>c) Assurance for Nurse Staffing Shortfalls and Escalation Process Mrs Platton to present a formal staffing plan rota with objective measurement of staff shortages and absences to the Board in June.</p> <p>d) Safeguarding Quarterly Report Mrs Platton to provide a board development session on Safeguarding.</p> <p>e) Service Performance Ms Siddall to write to every manager in orthopaedics regarding their planned contractual position within 2 weeks to ensure a full complement of staff in orthopaedics.</p> <p>f) Intensive Support Team Action Plan Ms Siddall to return the completed action plans and send a copy to NHFT to forward to Monitor.</p> <p>g) TDA Self Certification Ms Siddall to provide a Board Development Session on the new NHS Trust Development Authority (TDA) arrangements for monthly self-certification.</p> <p>h) National Cancer Action Team – Action Plan Mr Gallagher to ensure an advert is placed for a consultant for Cancer Services.</p> <p>Dr Graham to report back next steps with the priorities in the report.</p>	<p>Mrs Platton</p> <p>Mrs Platton</p> <p>Ms Siddall</p> <p>Ms Siddall</p> <p>Ms Siddall</p> <p>Mr Gallagher</p> <p>Dr Graham</p>	<p>June 2013</p> <p>July 2013</p> <p>June 2013</p> <p>June 2013</p> <p>June 2013</p> <p>June 2013</p> <p>July 2013</p>	<p>Standard Agenda Item</p>
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TB50/13	<p>Strategy and Policy a) Transfer of High Risk Pathway for Vascular Surgery Ms Corlett to update the Trust Transfer Policy.</p> <p>b) PCPI Business Case Ms Gorley to take the implementation plan to CPG in June.</p> <p>The risk register to be updated stating what would happen in the event of a break down in the lab.</p> <p>Mr Moore and Ms Gorley to report again to the Board in 3 months in terms of clinical outcomes and development.</p>	<p>Ms Corlett</p> <p>Ms Gorley/Dr Moore</p> <p>Ms Gorley</p> <p>Ms Gorley/Dr Moore</p>	<p>June 2013</p> <p>June 2013</p> <p>June 2013</p> <p>June 2013</p>	
TB51/13	<p>Financial Performance a) Interim Director of Finance Report Mr Gardiner to rewrite the Finance Report quickly and return to Mrs Farrar.</p>	<p>Mr Gardiner</p>	<p>May 2013</p>	
TB54/13	<p>Any Other Business Planned Preventative Maintenance Mrs Farrar asked Ms Siddall write to the CQC as a matter of urgency informing them of Theatre closures and updating them on what we are doing.</p>	<p>Ms Siddall</p>	<p>May 2013</p>	<p>COMPLETED</p>