

## **Borders NHS Board Clinical Governance**



### **Minutes of a meeting of the Borders NHS Board's Clinical Governance Committee held at 2.30 pm. on Wednesday 14th April 2010 in the Boardroom, Newstead**

#### **Present**

Mr Adrian Lucas (Chair)  
 Mrs Sheena Wright  
 Dr Tom Cripps  
 Mrs Catherine Duthie  
 Mrs Erica Nisbet  
 Dr Alan Mordue  
 Mr Calum Campbell  
 Dr Ross Cameron

Mrs Alison McHutchison (Minutes)

#### **1 Apologies:**

Mrs Mary Wilson, Mr Vince Summers

#### **2 Minutes of Previous Meeting held on 3 February 2010**

The Board Clinical Governance Committee approved the previous minutes dated 3<sup>rd</sup> February were noted and approved.

#### **3/4 Actions and Matters Arising from Previous Minutes**

##### **- *Action Tracker***

The Board Clinical Governance noted the action tracker and discussed the matters arising from this action tracker.

##### **- *Matters Arising***

##### **- *Labs Accreditation Update***

Mrs Erica Nisbet asked it should be noted that all non-conformities arising from the recent audit of Microbiology services were now complete, and those for Chemistry were on target.

##### **- *Recent RCA Outcomes***

Mrs Erica Nisbet discussed the three investigating reports arising from recent incidents within the BGH. Mr Calum Campbell questioned how all actions are followed up and Dr Tom Cripps advised that the Clinical Governance Team are looking at preparing a more robust system to ensure all actions arising from any adverse events are followed up. The Board Clinical Governance Committee noted the increase in reporting of any adverse events and felt this was reassuring.

##### **- *Quality Strategy***

Mrs Sheena Wright advised that she will now be the Executive Lead for the Quality Strategy. Mr Vince Summers will continue to champion this initiative.

## 5 Priorities

### - *HEI Inspection*

Mrs Sheena Wright advised that the draft report has now been received and any comments on factual accuracy have been submitted. An action plan has been prepared and this has also been submitted to the HEI Inspectorate. This report and the action plan will be made public at 10.30 am. on 19<sup>th</sup> April 2010. A brief has been prepared for all staff. Mrs Sheena Wright remarked that a follow up visit by the HEI Inspectorate is expected shortly. She reported that a weekly HEI Task and Improvement Group has been established to take forward all actions arising from this report. The Board Clinical Governance discussed and noted this report.

### - *Mid Staffordshire Executive Summary/Gap Analysis and Action Plan*

Mrs Sheena Wright discussed this recently issued executive summary relating to the Mid Staffordshire investigation and the NHS Borders gap analysis and action plan that has been prepared alongside with inquiry. She remarked that she will be taking forward work around this report and intends to present at the next NHS Board Development Session. She reported that this initiative is high on NHS Borders agenda.

### - *Action Plan for NQIS Clinical Governance and Risk Management Standards Review Report*

Mrs Erica Nisbet updated on the need for this action plan arising from the audit into the Clinical Governance Framework, which highlighted the need for these standards to be monitored. She advised that it has been agreed that the Board Clinical Governance Committee would monitor these standards. The Lead for Delivery Support will be asked to oversee the process for monitoring this action plan which

*The Board Clinical Governance Committee agreed to note this action plan on a quarterly by exception reporting.*

## 6 Standing Items

### - *Clinical Governance Steering Group*

The Board Clinical Governance Committee noted the minutes of 21<sup>st</sup> January 2010. Mr Adrian Lucas queried the discussions around systems/process in place to monitor high risk patients with multiple admissions to BGH. *Mrs Erica Nisbet agreed to ask Mrs Isabel Swan for an update and inform the Committee.*

He also asked for information around the Integrated Clinical Governance Group and Mr Tom Cripps mentioned he is taking this forward through discussions with Hospital Management.

### - *Clinical Risk Management Group*

The Board Clinical Governance Committee noted the minutes of 11<sup>th</sup> February 2010. *It was agreed that draft minutes would be available for future meetings.*

### - *Public Health Report*

Dr Alan Mordue gave a brief update on the NHS Borders Screening Services stating that the purpose of this report is to provide NHS Borders Board Clinical Governance Committee with a current oversight of the delivery of the NHS Screening Programmes and to highlight key issues and risks affecting these programmes. The Board Clinical Governance Committee noted this report.

- ***Scottish Patient Safety Programme***

Mrs Sheena Wright updated the Board Clinical Governance Committee on the current status of the Scottish Patient Safety Programme activities at Borders General Hospital. She reported that the BGH was visited by the Institute of Healthcare Improvement Faculty Team. The verbal feedback from this report was very positive. Mrs Sheena Wright informed the Committee that from 19<sup>th</sup> April additional resources will be put into supporting patient safety across NHS Borders.

7 **Systems Update**

- ***Complaints Qtr 3 Report***

Mrs Erica Nisbet reported on the complaints and commendations report from 1<sup>st</sup> October to 31<sup>st</sup> December. She commented that response times are slowly improving and systems and processes have been improved. A process and escalation diagram has now been prepared that should help improve response times further. Mrs Sheena Wright commented that sickness absence has also impacted on the department. The Board Clinical Governance noted this information but stressed that these figures were not acceptable and agreed that these new systems and process need to demonstrate improvement in future reports.

- ***Food Fluid and Nutritional Care Review/Action Plan***

Mrs Erica Nisbet discussed the NQIS Local Report for NHS Borders and stressed that a significant amount of work is ongoing to improve and implement the standards since the NQIS visit in April 2009. It was acknowledged that timescales for implementation of these standards had slipped and there were also recruitment difficulties with the post of Nutrition Champion.

- ***Accountable Officer***

Dr Ross Cameron stated that the purpose of this report outlines the progress within NHS Borders on strengthening governance arrangements for controlled drugs, and provides the information necessary for the Board to fulfil its responsibilities in relation to controlled drugs. The Board Clinical Governance Committee noted the work done to date to implement the requirements of the Health Act and Regulations and the work planned for 2010-2011.

- ***Consultant Contract Internal Action Plan Update***

Dr Ross Cameron discussed the Consultant Contract Internal Audit action plan. It was agreed that it was appropriate that Internal Audit Report updates should be discussed at the Audit Committee.

- ***Ovarian MCN Report***

Dr Ross Cameron discussed the ovarian cancer annual comparative audit. He commented that nothing in this report gives any cause for concern. He stressed that some patients still need to be transferred to Edinburgh and this can delay treatment. It was agreed that in future annual SCAN cancer reports should be presented to the Clinical Governance Steering Group unless anything required exception reporting.

- ***Board Clinical Governance Annual Report***

The Board Clinical Governance Committee adopted the Annual Report and acknowledged the hard work that had gone into it. It was agreed that this should now go to the Audit Committee.

8 **Items for Noting**

- ***Clinical Governance Work Programme***  
Erica Nisbet discussed the work programme and the Board Clinical Governance Committee noted the suggestions for the new work programme.
- ***Clinical Governance Support Team Update***  
Mrs Erica Nisbet discussed current work in progress within the department and the Clinical Governance Support Team update.
- ***External Review Programme***  
Mrs Erica Nisbet updated on the external review programme and described the process for ongoing monitoring NHSQIS reviews action plans. It was agreed that any exception reporting from the monitoring process should be brought to the attention of the Board Clinical Governance Committee. ***Mrs Erica Nisbet agreed to amend the format of this report accordingly.***
- ***Public Governance Committee Update***  
The Board Clinical Governance Committee noted the Public Involvement Report from January to March 2010.
- ***Surgical Profile Report***  
Dr Tom Cripps discussed this annual ISD report. The Board Clinical Governance Committee noted this letter from NHSQIS.

**MINUTES**

- ***Adult Protection Committee Minutes dated 9<sup>th</sup> February 2010***  
The Board Clinical Governance Committee noted these minutes.
- ***Child Protection Committee Minutes dated 18<sup>th</sup> February 2010***  
The Board Clinical Governance Committee noted these minutes. Mrs Sheena Wright commented on the Reconstruct Report. She asked the Committee to note that Scottish Borders Council have commissioned a multi-agency report on the function of this committee. ***Mrs Sheena Wright agreed to update further on this initiative at a future meeting.***
- ***Blood Transfusion Committee Meeting dated 27<sup>th</sup> January 2010***  
The Board Clinical Governance Committee noted these minutes
- ***Other Papers – HDLs etc.***  
There were no additional papers to note.

9 **Any Other Business**

- ***Missing Patient***  
Dr Ross Cameron updated the Committee on an incident in Cauldshiels last week linked to a patient detained under a Compulsory Treatment Order. Mr Calum Campbell commented that NHS Borders staff coped exceptionally well in difficult circumstances.

10 **Date of Next Meeting**

The next Board Clinical Governance Committee will take place on Wednesday 14<sup>th</sup> July 2010 at 2.00 pm. in the Boardroom at Newstead