

## Borders NHS Board Clinical Governance



Minutes of a meeting of the Borders NHS Board's **Clinical Governance Committee held at 2.30 pm. Wednesday 23rd September in the Chair's office, Newstead**

### Present

Mrs Jennifer Croall (Chair)  
 Mrs Alison Ferahi  
 Mrs Catherine Duthie  
 Mr Adrian Lucas

Mrs Erica Nisbet  
 Mrs Leonie Smith  
 Dr Eric Baijal

Mrs Alison McHutchison (Minutes)

### In Attendance

Ms Norma Hunter (Item 2)  
 Mrs Isabel Swan (Items 7b and 7c)  
 Dr Alan Mordue (Item 6b)

1 **Apologies:** Mr John Glennie, Mrs Mary Wilson, Dr Tom Cripps, Dr Ross Cameron, Mr Vince Summers

### 2 Presentation

- ***Update of AHP Waiting Times***

This item was deferred as Mr Alasdair Pattinson was unable to attend today's meeting.

- ***Food, Fluid and Nutritional Care – Annual Report and Update***

Ms Norma Hunter attended the meeting to inform the Board Clinical Governance of changes to the structure and remits of the implementation groups relating to the food, fluid and nutrition strategy and the associated reporting mechanisms. She updated that following the NQIS visit in April, NHS Borders was asked to review the number of strategic implementation groups because the previous structure was felt to be unnecessarily complex. She reported that this revised structure reduces any risk associated with this work. She then discussed the MUST nutritional tool and how this tool is now being implemented through clinical areas.

Mrs Catherine Duthie queried issues relating to food standards in community hospitals. Ms Norma Hunter updated that community hospital menus are no longer fit for purpose but these are now being updated. She confirmed that this is being taken forward by the catering department and any funding issues linked to updating these menus are being revisited. Mrs Leonie Smith confirmed that any required training is being funded through the nurse training budget and any equipment required in the funding request has also been removed. Mrs Leonie Smith remarked it should be noted that for the past few months the gap in nutritional work, due to a

recruitment issue, has had an impact on pieces of work required to be taken forward. She confirmed that now Ms Norma Hunter is in post, any urgent pieces of work can now be progressed.

Mrs Jennifer Croall thanked Ms Norma Hunter for her input and requested she return to the Board Clinical Governance Committee in approximately six months time to update on progress.

### 3 **Minutes of Previous Meeting held on 22<sup>nd</sup> July 2009**

The Board Clinical Governance Committee noted the previous minutes dated 22<sup>nd</sup> July 2009.

### 4/5 **Actions and Matters Arising from Previous Minutes**

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

The Board Clinical Governance noted the action tracker.

#### - ***Thrombolysis Protocol***

Mrs Erica Nisbet updated that she has met with Mrs Leonie Smith and Dr Ross Cameron and they are satisfied protocols for Pre-Hospital Thombolysis from both the Scottish Ambulance Service and the North-West Ambulance Service were compared and no significant differences in patient service were found. It was therefore concluded that patients in Newcastleton were not at a disadvantage with regard to this issue.

#### - ***Research Governance***

Mrs Erica Nisbet updated that discussions with Lothian have been unsuccessful asking them to consider administering research governance for NHS Borders. It has been necessary to prepare a job description for a part time Research Governance Co-ordinator. It is proposed that this post be funded from the Support for Science funding. .

#### - ***Learning Disability***

Mrs Erica Nisbet reported that she had received a response to her letter to the clinical lead and acting general manager of the Learning Disability Service confirming that the clinical audit plan will be discussed at the Learning Disability Clinical Governance and Quality Group

#### - ***Complaints***

Mrs Erica Nisbet explained the difficulties encountered in extracting information from the ISD complaints reporting system. She reported that a discussion had taken place at the Clinical Governance Steering Group and that agreement had been reached that if ISD were unable to make the agreed improvements to their reporting system by the end of October 2009 NHS Borders would revert to submitting quarterly data from our in-house system.

#### - ***Internal Audit - Action Plan (Clinical Governance)***

Leonie Smith confirmed that this piece of work is being advanced through the BET.

### 6 **Standing Items**

- ***Clinical Governance Steering Group***
- ***Medication Events***

Mrs Leonie Smith updated that a meeting had taken place between key stakeholders in relation to managing medication incidents. Differences in current practice (between Clinical Boards) will be scoped and an organisation wide process will be developed.

- ***Health Records Audit***

Mrs Leonie Smith updated that all Clinical Boards are advancing this process through their relevant clinical areas, and agreement has been reached that this audit will now be regularly discussed at individual Performance Management meetings.

- ***Clinical Governance Department – Think Time***

Mrs Erica Nisbet explained the background for the Clinical Governance Support Team ‘think days’ and outlined the outcome in relation to the role of the CGST providing more effective support to Clinical Boards.

- ***Public Health Report***

Dr Eric Bajjal and Dr Alan Mordue discussed the aims and backgrounds to ongoing work within the Public Health Department. They summarised the report issued with the agenda that outlines current arrangements for public health governance within NHS Borders and clinical governance within the Public Health Team. The report concentrates on the structures, systems and processes that are in place, including staff governance, evidence based approaches, training and teaching and service governance.

Mrs Jennifer Croall thanked Dr Alan Mordue for attending the meeting

- ***Scottish Patient Safety Programme***

Mrs Leonie Smith reported to the Board Clinical Governance Committee on the current progress of the Scottish Patient Safety Programme. She reported on key changes and associated measures in place. She remarked on a number of clinical issues which are proving difficult to take forward due to ongoing clinical work related to H1N1.

## 7 Systems Update

- ***Complaints Qtr 1 Report***

Mrs Erica Nisbet gave a brief report on complaints and commendations for Q1 – 1<sup>st</sup> April to 30<sup>th</sup> June. She discussed the low *timescales met* figure, but confirmed that now a new Complaints Officer has been recruited this figure should improve in due course. Mrs Alison Ferahi queried how the timescales met figure had dropped so significantly. Mrs Leonie Smith reported that a lot of the recent complaints had been very complex and taken a great deal of work to finalise. The Board Clinical Governance Committee discussed the main complaints themes which relate to staff attitude, behavioural standards, communication with patients and the need for these concerns to be improved. ***It was agreed that the Board Clinical Governance Committee would write to the Chair of the Staff Governance asking if these issues could be addressed in any way.***

- ***Huntlyburn Issues***

Mrs Isabel Swan updated the Board Clinical Governance Committee on problems related to the layout and case mix of Huntlyburn House, which had been discussed at a previous Board Clinical Governance Committee. She confirmed that although these concerns are being taken forward through the Integrated Health Strategy Programme, as yet no clear solution to the risks associated with the design of Huntlyburn House has been identified. The Board Clinical Governance Committee

supported these concerns, and recognised that this is one of the highest risks within NHS Borders. As a short term solution, it was suggested that Mrs Isabel Swan perhaps looked at new technology, such as motion or pressure sensors to support and protect patients in their rooms. ***In the meantime, the Board Clinical Governance Committee agreed to write to Mr John Glennie and Dr Ross Cameron expressing the Committee's concerns at the lack of any ongoing solution.***

- ***Adults at Risk Audit Report and Action Plan***

Mrs Isabel Swan asked the Board Clinical Governance Committee to note the action plan prepared from a recent internal adults at risk audit carried out within NHS Borders. This audit considered the adequacy and availability of procedures and staff training within NHS Borders. The approach was to interview management and staff involved in the protection of adults at risk. Staff were assessed on their understanding of procedures, and a statistical analysis was carried out against actual numbers of staff fully trained. She discussed the progress of the action plan and the timelines involved.

Mrs Jennifer Croall thanked Mrs Isabel Swan for attending the meeting.

- ***NQIS Clinical Governance and Risk Management Standards Peer Review Report***

Mrs Erica Nisbet gave a brief update informing the Board Clinical Governance Committee on the outcomes from the recent NQIS Clinical Governance and Risk Management Standards Review. She reported that this report is only in draft at the moment and is currently with participating staff for factual correction. She intimated NHS Borders performance has improved to an overall score of 7 (from 6 in 2006/07). The Board Clinical Governance Committee discussed how any implications linked to this report would be monitored in the future, and by which committee.

8 **Specific Items**

- ***Vale of Leven Report – Gap Analysis and Action Plan***

Mrs Leonie Smith reported to the Board Clinical Governance Committee on a gap analysis prepared, following the clostridium difficile (CDiff) outbreak in the Vale of Leven, and updated on progress undertaken by NHS Borders relating to these recommendations and to determine any learning for NHS Borders from these findings. This gap analysis identifies NHS Borders position in relation to the recommendations, the policies/processes already in place along with required actions associated with identified gaps .

Dr Eric Baijal congratulated Mrs Leonie Smith on this piece of work and particularly in the feedback given at the recent Annual Review, which was most impressive.

***The Board Clinical Governance Committee suggested that this piece of work should now go to the full Public Board for discussion and noting.***

9 **NQIS Non Executive Clinical Governance Update**

There was no update as the last meeting was cancelled. Mrs Jennifer Croall asked that if possible could non-executives attend this meeting to feedback to this committee now that Mrs Julia Edey is no longer a member of the Board Clinical Governance Committee. ***Mrs Erica Nisbet agreed to find out what items are on next year's programme and issue the relevant information to the non-executive directors.***

10 **Items for Noting**

- ***Clinical Governance Work Programme***

Mrs Jennifer Croall discussed this work programme and remarked on topics being pushed down the agenda due to other ongoing priorities. The Board Clinical Governance Board discussed how these priorities could be addressed and agreed rather than presentations, papers for noting could reduce this list considerably.

- ***Clinical Governance Support Team Update***

Mrs Erica Nisbet discussed the clinical governance department update consisting of current ongoing work within the department relating to risk, complaints, audit, governance, research and development, effectiveness and guidelines.

- ***External Review Programme***

The Board Clinical Governance Committee noted the external review programme.

Mrs Leonie Smith updated that a schedule of visits from HAI for Scotland is to be announced. She agreed once all this information is received she would issue to the Board Clinical Governance Committee.

***MINUTES***

- ***Adult Protection Committee Minutes dated 9<sup>th</sup> June***

The Board Clinical Governance noted these minutes.

Mrs Leonie Smith updated that the BET has agreed to work on a joint procedure relating to adults at risk with SBC.

- ***Research Governance Committee Minutes dated 12<sup>th</sup> June***

The Board Clinical Governance noted these minutes

- ***Child Protection Committee Minutes dated 18<sup>th</sup> June***

The Board Clinical Governance noted these minutes

- ***Other Papers – HDLs etc.***

There were no additional papers to note.

11 **Any Other Business**

- ***FAIs***

Mrs Leonie Smith confirmed that the recent FAI relating to an incident in SCBU is now concluded and a report will be issued shortly. The second FAI linked to the Scottish Ambulance Service is now concluded but no outcomes are available yet. A potential third linked to drug errors is being considered.

- ***Falls and Bone Health***

Mrs Jennifer Croall requested more information on this piece of work. She confirmed that the person leading on this initiative is leaving NHS Borders. ***Mrs Leonie Smith agreed to feedback to Mrs Jennifer Croall***

- ***Dates of 2010 Meetings***

The dates of 3<sup>rd</sup> February, 14<sup>th</sup> April, 14<sup>th</sup> July, 8<sup>th</sup> September, 10<sup>th</sup> November for 2010 were noted and agreed. The venue of Boardroom, at Newstead was also confirmed. ***These dates are to be issued for agreement***

- ***Review of Terms of Reference***

The Board Clinical Governance Committee discussed the terms of reference prepared in February 2008 and agreed a number of small changes.

- ***Changes to Non-Executive Attendance on NHS Committees***

Mrs Jennifer Croall confirmed that the paper updating what non-executive director would attend what NHS Committee needs to be ratified by the NHS Board before the Board Clinical Governance Committee can be confirmed.

12 **Date of Next Meeting**

The next Board Clinical Governance Committee will take place on Wednesday 16<sup>th</sup> December at 2.30 pm. in the Boardroom at Newstead