

1.4 Table of Actions from the Meeting Held on 9th June and 7th July 2020

Presenter: Chair

Table of Actions QSEAC 09.06.20

Table of Actions QSEAC 07.07.20

**TABLE OF ACTIONS FROM
QUALITY, SAFETY & EXPERIENCE ASSURANCE COMMITTEE MEETING
HELD ON 9TH JUNE 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
QSEAC (20)67	MINUTES AND MATTERS ARISING FROM THE MEETING HELD ON 7TH APRIL AND 7TH MAY 2020 <ul style="list-style-type: none"> • QSEAC(20)56 Policy/Guidance Updates - COVID-19 National and Local Approved and Published Guidance: to amend Mrs Christine Davies to Mrs Christine James. 	KR	June 2020	Complete – Amended version published on UHB website.	
QSEAC (20)68	TABLE OF ACTIONS FROM THE MEETINGS HELD ON 7TH APRIL AND 7TH MAY 2020 <ul style="list-style-type: none"> • QSEAC(20)41 Hospital Acquired Thrombosis (HAT) Action Plan: for an updated HAT Action Plan to be presented to QSEAC in October 2020. 	SG	June 2020	Forward planned on the QSEAC work programme for October 2020.	
QSEAC (20)69	LISTENING & LEARNING SUB-COMMITTEE VERBAL UPDATE AND LISTENING & LEARNING SUB-COMMITTEE TERMS OF REFERENCE <ul style="list-style-type: none"> • to include the Assistant Director of Therapies and Health Science in the membership of the Listening and Learning Sub-Committee ToRs. 	LOC	July 2020	Completed - in attendance at L&LSC meeting in July 2020	
QSEAC (20)70	RESEARCH & DEVELOPMENT (R&D) ACTIVITY REPORT /ANNUAL REPORTS 2018/19 AND 2019/20 <ul style="list-style-type: none"> • to correct the typographical error on page 2 of the report amending 'Principle Investigators' to read 'Principal Investigators'. 	KR	June 2020	Complete	

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	<ul style="list-style-type: none"> To ensure that the lack of dedicated space for R&D activity is linked to the social distancing and capital discussions involving the planning team. for Dr Subhamay Ghosh to meet with Professor John Gammon to explore the viability of the R&D team utilising accommodation at Swansea University. 	KM	July 2020	The priority site is Glangwili General Hospital and a request for space to be considered has gone to the site management team, who are being supported by estates. This is will be reviewed, recognising site constraints, in a meeting planned for 14th July 2020.	
		SG	July 2020	A meeting has taken place to discuss the viability of utilising accommodation at Swansea University. However, the outcome of the discussion was that for the purpose of conducting clinical research, the proximity to clinical areas is essential and therefore the premises at Swansea University are not adequate for this purpose. Furthermore, the inadequate R&D accommodation at GGH is starting to affect the performance and targets, therefore urgent discussions are warranted to address this issue.	
QSEAC (20)71	OUTCOME OF QSEAC SELF-ASSESSMENT PROCESS 2019/20 <ul style="list-style-type: none"> to present a report on the agreed themes for the QSEAC cycle post COVID-19. 	MR/KR	July 2020	Updated QSEAC work programme presented to QSEAC on 13 th August 2020.	

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QSEAC (20)72	CORPORATE RISKS REPORT <ul style="list-style-type: none"> to provide an update in relation to the quota of middle grade doctors in ED departments other than Withybush General Hospital. 	AC	July 2020	BGH – No vacancies GGH –3 currently in onboarding process via recruitment, with 1 middle grade, leaving at the end of July 2020.	Green
	<ul style="list-style-type: none"> to add to the risk register a standalone risk in relation to “dual capacity”, (i.e. utilisation of field hospitals), due to current social distancing requirements impacting on acute site bed capacity. 	AC	July 2020	As requested, a new risk is in the process of being added to the Corporate Risk Register	Yellow
QSEAC (20)73	COVID-19 RISK REPORT <ul style="list-style-type: none"> to present the outcome of discussions with operational teams on how each risk will be managed appropriately going forward, to a future meeting of QSEAC. 	AC/KR	June 2020	Forward planned on the QSEAC work programme from October 2020 onwards.	Green
QSEAC (20)75	QUALITY AND SAFETY ASSURANCE REPORT INCLUDING EXTERNAL MONITORING FINAL REPORTS <ul style="list-style-type: none"> to confirm via the Table of Actions whether hip fractures have increased due to patients self-isolating during the COVID-19 pandemic. 	MR	July 2020	<p>Update provided within the report on Incident Reporting during COVID-19 provided to the extraordinary QSEAC meeting held on 9th June 2020.</p> <p>At this time there is no evidence to suggest there has been a rise in the number of femur fractures (shaft or neck of femur) in Pembrokeshire or Ceredigion. There is a slight increase in Carmarthenshire. This will be scrutinised at the multidisciplinary hip fracture meeting scheduled and reported to the Scheduled Care Quality and Governance Meeting and</p>	Green

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				escalated to the relevant committee as appropriate.	
QSEAC (20)80	TRANS-CATHETER AORTIC VALVE INSERTION (TAVI) PROGRESS <ul style="list-style-type: none"> to present the outcome report to QSEAC following the further review of the TAVI service by the Royal College of Physicians (RCP). for Mrs Joanne Wilson to provide an assurance to the Community Health Council (CHC), that they will be appraised of any identified irregularities in hospital services, as early as possible in the process. 	PK/KR JW	Sept 2020 July 2020	Forward planned on the QSEAC work programme from October 2020 onwards. Confirmed at Board Seminar on Q2 plan on 25th June 2020	
QSEAC (20)83	PUTTING THINGS RIGHT (PTR) POLICY <ul style="list-style-type: none"> for Mrs Louise O'Connor to discuss any concerns with the CHC, to improve the process of handovers between teams, when dealing with a complaint. 	LOC	July 2020	This issue is being addressed in the new handbook/ toolkit	
QSEAC (20)84	MANAGEMENT AND DISTRIBUTION OF SAFETY ALERTS AND NOTICES POLICY <ul style="list-style-type: none"> to review the list of alerts in Section 5 to ensure that all alerts are included. to present the updated Management and Distribution of Safety Alerts and Notices Procedure for approval at a future QSEAC meeting. 	MR MR/KR	July 2020 June 2020	Included within the revised report for approval at QSEAC in August 2020 Agenda item for QSEAC 13 th August 2020.	

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QUALITY, SAFETY & EXPERIENCE ASSURANCE COMMITTEE MEETING
HELD ON 7TH JULY 2020**

MINUTE REFERENCE	ACTION	LEAD	TIMESCALE	PROGRESS	RAG Rating
QSEAC (20)94	<p>Corporate Risk Report</p> <ul style="list-style-type: none"> to provide an assurance to Board, additional narrative to be included within the QSEAC Update Report, confirming that the process outlined within the Corporate Risk Report has been applied. 	MR	July 2020	Complete	
QSEAC (20)98	<p>Health & Care Standards Fundamentals of Care Audit 2019</p> <ul style="list-style-type: none"> to present an update report to QSEAC in December 2020 to provide an assurance that the identified actions are being progressed. 	MR	July 2020	Forward planned on QSEAC workplan for 1 st December 2020.	
QSEAC (20)100	<p>Incident Reporting During COVID-19</p> <ul style="list-style-type: none"> to present the outcome of a review of staff testing positive for COVID-19 to the Health and Safety Assurance Committee (HSAC). to request information from the Occupational Health Team in relation to the impact on staff wellbeing during the pandemic. 	SP/KR SP	Aug 2020 Aug 2020	<p>Forward planned on HSAC workplan for 7th September 2020</p> <p>There is a robust psychological well-being plan in place, this is updated on a monthly basis, based on the staff experience tracking mechanism that is in place. The plan is discussed monthly at the workforce bronze group and assurance provided through People, Planning and Performance Committee.</p>	

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	<ul style="list-style-type: none"> to present regular updates to QSEAC regarding incident reporting during COVID-19. 	SP/KR	July 2020	Forward planned on QSEAC workplan	