

## QUALITY SAFETY & EXPERIENCE ASSURANCE COMMITTEE WORK SCHEDULE APRIL 2020 – MARCH 2021

Currently, Quality Safety & Experience Assurance Committee (QSEAC) meets bi-monthly. Based on this, the following table represents a proposal to incorporate the duties as outlined in the Committee's Terms of Reference into a basic work programme April 2020 – March 2021 (initials in brackets denotes leads).

| AGENDA ITEM/<br>ISSUE                     | LEAD         | RESPONSIBLE<br>OFFICER | 7<br>APR<br>2020 | 7<br>May<br>2020 | 9<br>JUN<br>2020 | 7<br>JUL<br>2020 | 13<br>AUG<br>2020 | 6<br>OCT<br>2020 | 13<br>Nov<br>2020 | 1<br>DEC<br>2020 | 14<br>JAN<br>2021 | 2<br>FEB<br>2021 |
|---|--------------|------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| <b>GOVERNANCE</b>                         |              |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Welcome and Apologies                     | <b>Chair</b> | <b>All</b>             | ✓                | ✓                | ✓                | ✓                | ✓                 | ✓                | ✓                 | ✓                | ✓                 | ✓                |
| Declarations of Interests                 | <b>Chair</b> | <b>CSO</b>             | ✓                | ✓                | ✓                | ✓                | ✓                 | ✓                | ✓                 | ✓                | ✓                 | ✓                |
| Minutes from previous meeting             | <b>Chair</b> | <b>CSO</b>             | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                | ✓                 | ✓                |
| Table of Actions (ToAs)                   | <b>Chair</b> | <b>CSO</b>             | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Review of Terms of Reference (TORs)       | <b>Chair</b> | <b>AG</b>              | ✓                |                  |                  |                  |                   |                  |                   |                  |                   | ✓                |
| Review of Sub Committees TORs             | <b>Chair</b> | <b>AG</b>              |                  |                  | ✓                |                  |                   | ✓                |                   |                  |                   |                  |
| Review of membership                      | <b>Chair</b> | <b>AG</b>              |                  |                  |                  |                  |                   |                  |                   |                  |                   | ✓                |
| Matters arising not on agenda             | <b>Chair</b> | <b>All</b>             | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                | ✓                 | ✓                |
| Approval of QSEAC Self-Assessment Process | <b>Chair</b> | <b>MR</b>              | ✓                |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Outcome of                                | <b>Chair</b> | <b>MR</b>              |                  |                  | ✓                |                  |                   |                  |                   |                  |                   |                  |

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|--|-----------------|------------------------|------------------|------------------|------------------|------------------|-------------------|------------------|-------------------|------------------|-------------------|------------------|
| QSEAC Self-Assessment Process  |                 |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Workplan Review  | <b>Chair/MR</b> |                        |                  |                  |                  |                  | ✓                 |                  |                   |                  |                   |                  |
| Patient/Staff Story  | <b>MR</b>       |                        | ✓<br>(D)         |                  |                  |                  | ✓<br>(LD)         | ✓<br>(Staff)     |                   | ✓<br>CYP         |                   | ✓<br>(PC)        |
| Policies for Approval (as required)  | <b>All</b>      | <b>All</b>             | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Quality and Safety Assurance Report incorporating: <ul style="list-style-type: none"> <li>External Monitoring Final Reports</li> <li>Nurse Staffing Levels (Wales) Act Updates (as required)</li> <li>Board to Floor Walkabouts</li> <li>Claims Management Report – High Value/Novel Claims</li> </ul> | <b>MR</b>       | <b>SP/SC/LOC</b>       | ✓                |                  | ✓                |                  | ✓<br>WHCs         | ✓                |                   | ✓                |                   | ✓                |

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|--|--------------|--------------------------------|----------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---------------------------|----------------------------|---------------------------|----------------------------|---------------------------|
| Nurse Staffing Levels (Wales) Act –Annual Report 2019/20                         |              |                                | ✓                          |                           |                           | ✓                         | ✓                          |                           |                            |                           |                            |                           |
| Quality Managements System (QMS) Approach  | <b>MR</b>    | <b>SP/CS</b>                   |                            |                           |                           |                           |                            |                           |                            | ✓                         |                            | ✓?                        |
| Receive Sub-Committee Update Reports including Risk Register                     | <b>MR</b>    | <b>AS/PK/LOC</b>               |                            |                           | ✓                         |                           | ✓                          | ✓                         |                            | ✓                         |                            | ✓                         |
| Research & Development (R&D) Activity Report /Annual Reports 2018/19 and 2019/20 | <b>PK</b>    |                                |                            |                           | ✓                         |                           |                            |                           |                            |                           |                            |                           |
| Operational Group Updates – each group will present a report 2 times per year.   | <b>MR</b>    | <b>SP/SD/PK/JPJ</b>            |                            |                           | ✓<br>(SG<br>IP&C)         |                           | ✓<br>ECP                   | ✓<br>(SS &<br>IP)         |                            | ✓<br>ECP &<br>MM          |                            | ✓<br>IP&C                 |
| Reflective Summary   | <b>AL</b>    | <b>MR</b>                      | ✓                          |                           | ✓                         |                           | ✓                          | ✓                         |                            |                           |                            | ✓                         |
| Annual Report on Committee’s Activity  | <b>AL/MR</b> | <b>SP/AII</b>                  | ✓(via<br>Chairs<br>Action) |                           |                           |                           |                            |                           |                            |                           |                            |                           |
| Annual Report on Sub-Committee’s   | <b>MR</b>    | <b>AS/JPJ/ SD/</b>             | ✓                          |                           |                           |                           |                            |                           |                            |                           |                            |                           |

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| activity for incorporating into QSEAC's Annual Report                       |       | LC/SP/<br>LOC/LG/PK    |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Approval of Annual Quality Statement (AQS)                                  | MR    | CS                     | ✓<br>Final       |                  |                  |                  |                   |                  |                   |                  |                   | ✓<br>Draft       |
| Corporate Risks Assigned to QSEAC   | MR    | ChB                    | ✓<br>(D)         |                  | ✓                |                  |                   | ✓                |                   |                  |                   | ✓                |
| New Corporate Risks Assigned to QSEAC in light of COVID 19                  | MR    | ChB                    |                  | ✓<br>(D)         | ✓                |                  |                   |                  |                   |                  | ✓                 |                  |
| Deep Dive Report on Risk 855  | AC/KJ |                        |                  |                  |                  | ✓<br>(D)         | ✓                 |                  |                   |                  |                   |                  |
| Risk 129  | JP/ND |                        |                  |                  |                  |                  | ✓<br>(D)          |                  |                   |                  |                   |                  |
| Health Board Winter Plan 2020/21(including DTOC) and Incorporating Risk 810 | AC    | KJ                     |                  |                  |                  |                  |                   |                  |                   | ✓                |                   |                  |
| Accessing Emergency Specialist Spinal Services                              | MR    | SP                     |                  |                  |                  |                  |                   |                  |                   |                  |                   | ✓                |
| Staffing Update   | MR    | MR                     |                  | ✓                |                  |                  |                   |                  |                   |                  |                   |                  |

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| Personal Protective Equipment Update                    | MR   | MR                     |                  | ✓                |                  | ✓<br>(V)         |                   |                  |                   |                  |                   |                  |
| Critical Care Medicines                                 | JP   | JPJ                    |                  | ✓                |                  |                  | ✓<br>(Risk 848)   |                  |                   |                  |                   |                  |
| Clinical Audit Position Statement                       | MD   | IB                     |                  |                  | ✓                |                  |                   |                  |                   |                  |                   |                  |
| Clinical Audit Update                                   | MD   | IB                     |                  |                  |                  |                  |                   |                  |                   |                  |                   | ✓                |
| COVID-19 Response Update                                | AC   | AC                     |                  |                  | ✓                |                  |                   |                  |                   |                  | ✓                 |                  |
| COVID-19 Update   | RJ   |                        |                  |                  |                  |                  |                   |                  | ✓                 |                  | ✓                 |                  |
| Cancer Treatments During COVID-19                       | AC   | KJ                     |                  |                  | ✓                |                  |                   |                  |                   |                  |                   |                  |
| COVID-19 Impact on Essential Services                   | AC   | KJ                     |                  |                  |                  |                  |                   |                  |                   |                  | ✓                 |                  |
| Health & Care Standards Fundamentals of Care Audit 2019 | MR   |                        |                  |                  |                  | ✓                |                   |                  |                   | ✓<br>(D)         |                   | ✓                |
| Field Hospitals Update                                  | AC   |                        |                  |                  |                  | ✓                |                   |                  |                   |                  |                   |                  |
| Children's Services                                     | AC   |                        |                  |                  |                  |                  |                   |                  |                   | ✓                |                   |                  |

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| including CAMHS   |       |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| COVID-19 Risk Assessments   | MR    |                        |                  |                  |                  |                  |                   |                  |                   | ✓                |                   |                  |
| COVID-19 Vaccination Programme and Prioritisation Framework                                     | RJ    | RJ                     |                  |                  |                  |                  |                   |                  |                   |                  | ✓                 |                  |
| Mortality Review of the Impact on Patients Waiting for a procedure During the COVID-19 Pandemic | AC/PK | KJ/JE                  |                  |                  |                  |                  |                   | ✓                |                   |                  |                   | ✓                |
| Risk 628  | AS    |                        |                  |                  |                  |                  |                   | ✓                |                   |                  |                   |                  |
| Assurance Reports Winter Planning on Risks 129 & 810  | AC/JP | KJ/ND                  |                  |                  |                  |                  |                   | ✓                |                   |                  |                   |                  |
| Risk 635  | HT    |                        |                  |                  |                  |                  |                   |                  |                   | ✓                |                   |                  |
| Risk 684  | AC    |                        |                  |                  |                  |                  |                   | ✓                |                   |                  |                   |                  |
| Director of Public Health Report  | RJ    |                        | ✓<br>(V)         |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Enabling Quality Improvement In Practice (EQIIP) - Outcome from 1 <sup>st</sup>                 | MR    | MD                     | ✓<br>(D)         |                  |                  |                  |                   |                  |                   |                  |                   |                  |

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| cohort  |              |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Single Cancer<br>Pathway (taking<br>into<br>consideration the<br>impact to<br>patients and<br>other services<br>due to a lack of<br>Cellular<br>Pathologists) | <b>AC</b>    | <b>AS</b>              | ✓<br>(V)         |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Sustainability<br>Plan for FLO's  | <b>MR</b>    | <b>LOC</b>             |                  |                  |                  |                  |                   |                  |                   |                  |                   | ✓                |
| Mortality Data  | <b>PK</b>    | <b>JE</b>              |                  |                  |                  |                  | ✓                 |                  |                   |                  |                   | ✓                |
| WAST  | <b>AC/MR</b> |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   | ✓                |
| Children's<br>Services 3 Year<br>Plan   | <b>AC</b>    |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Claims<br>Management<br>Report – High<br>Value/Novel<br>Claims  | <b>MR</b>    | <b>LOC</b>             | ✓                |                  |                  |                  | ✓                 |                  |                   |                  |                   |                  |
| Trans-Catheter<br>Aortic Valve<br>Insertion (TAVI)<br>Progress Report   | <b>PK</b>    |                        |                  |                  | ✓<br>(V)         |                  |                   | ✓                |                   |                  |                   |                  |
| Risk Assessment<br>for Orthopaedic<br>Activity  | <b>AC</b>    | <b>KJ</b>              |                  |                  |                  |                  |                   |                  | ✓                 |                  |                   |                  |
| COVID-19<br>Infection,  | <b>SD</b>    | <b>MJ</b>              |                  |                  |                  |                  |                   |                  | ✓                 |                  |                   |                  |

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| Prevention & Control Root Cause Analysis Learning to Date                     |             |                                |                           |                           |                           |                           |                            |                           |                            |                           |                            |                           |
| Thematic Review of Never Events During COVID-19                               | <b>SP</b>   | <b>CS</b>                      |                           |                           |                           |                           |                            |                           | ✓                          |                           |                            |                           |
| Update Regarding Field Hospital Utilisation and Outcomes from HIW Inspections | <b>AC</b>   | <b>ALe</b>                     |                           |                           |                           |                           |                            |                           | ✓                          |                           | ✓                          |                           |
| Risk 633 Cancer Pathway   | <b>AC</b>   | <b>KJ/DB</b>                   |                           |                           |                           |                           |                            |                           |                            |                           |                            | ✓                         |
| Deep dive on Falls Management   | <b>MR</b>   |                                |                           |                           |                           |                           |                            |                           |                            |                           |                            |                           |
| Penally Camp Update   | <b>JP</b>   | <b>JP</b>                      |                           |                           |                           |                           |                            |                           |                            |                           |                            | ✓                         |
| Impact on Research Activity of Redirection of Staff Resource to the Pandemic  | <b>PK</b>   | <b>PK</b>                      |                           |                           |                           |                           |                            |                           |                            |                           |                            | ✓                         |
| PREVENT and CONTEST Update  |             | <b>PL</b>                      |                           |                           |                           |                           |                            |                           |                            |                           |                            | ✓                         |
| <b>ADMINISTRATION</b>   |             |                                |                           |                           |                           |                           |                            |                           |                            |                           |                            |                           |
| Agenda setting  | <b>CSO</b>  | <b>KR</b>                      | ✓                         |                           | ✓                         |                           | ✓                          | ✓                         |                            | ✓                         |                            | ✓                         |



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| meeting with<br>Chair & Exec<br>Lead to include<br>discussion on<br>deep dives on<br>new risks (at<br>least 6 weeks<br>before the<br>meeting) |            |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Draft agenda to<br>go to Executive<br>Team prior to<br>being issued.  | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Call for papers<br>(at least 4 weeks<br>before the<br>meeting to<br>receive papers at<br>least 14 days<br>before the<br>meeting)              | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Disseminate<br>agenda & papers<br>7 days prior to<br>the meeting  | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                | ✓                 | ✓                |
| Type up minutes<br>and TOA within 7<br>days of the<br>meeting   | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                | ✓                 | ✓                |
| Circulate minutes<br>& TOA to<br>Committee for  | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |

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| comments, points of accuracy & matters arising within 10 days of the meeting              |            |                        |                  |                  |                  |                  |                   |                  |                   |                  |                   |                  |
| Check & send final version of minutes to the Committee Chair following comments received. | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Chase updates on TOA before the next meeting and RAG rate                                 | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Record and track the TOA as part of the decision tracker                                  | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |
| Produce written update report for QSEAC & Board   | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                | ✓                 | ✓                |
| Prepare schedule of meetings  | <b>CSO</b> | <b>KR</b>              |                  |                  |                  |                  |                   |                  |                   | ✓                |                   |                  |
| QSEAC Annual Work Programme   | <b>CSO</b> | <b>KR</b>              | ✓                |                  | ✓                |                  | ✓                 | ✓                |                   | ✓                |                   | ✓                |

**Initials**

|   |   |  |
|---|---|--|
| CSO – Committee Services Officer<br>KR –Karen Richardson<br>AL –Anna Lewis/Chair<br>MR – Mandy Rayani | LG – Lisa Gostling<br>KM – Karen Miles<br>SJ – Sarah Jennings<br>LC – Liz Carroll | KJ – Keith Jones<br>CS- Cathie Steele<br>JB – John Bennett<br>CH – Chris Hayes |
|---|---|--|

|   |  |   |
|---|--|---|
| JW – Jo Wilson<br>RJ – Ros Jervis<br>AC- Andrew Carruthers<br>AS – Alison Shakeshaft<br>PK – Philip Kloer<br>JP – Jill Paterson<br>SB – Sarah Bevan | LOC – Louise O'Connor<br>JPJ – Jenny Pugh Jones<br>MD – Mandy Davies<br>AG – Alison Gittins<br>SP – Sian Passey<br>GR – Gareth Rees<br>PL – Phil Lloyd | ND- Nick Davies<br>IB – Ian Bebb<br>ChB-Charlotte Beare<br>AS – Andrea Stiens<br>SG - Subhamay Ghosh<br>ALe - Anna Llewelin |
|---|--|---|