

Update Paper to SQAT 10 November 2014

| No | Recommendation | Lead | Comment/Progress | Status (RAG) |
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| 1. | Recommendation 1: All Health and Social Care organisations should consider having identified lead to manage the distribution and implementation of NICE guidance. For larger organisations, the potential benefits of having a dedicated lead for this function should be considered. | CA | The responsible lead for the HSCB/PHA is Cara Anderson, Assistant Director of Commissioning supported by Jonathan Houston, NICE Business Support Officer. | Green |
| 2. | Recommendation 2: The HSC Board should establish a central on-line information point where the status of all NICE guidance is recorded for Northern Ireland. | CA | <p>The HSCB NICE webpage has been online since April 2013 and details the following:</p> <ul style="list-style-type: none"> • Recommended Technology Appraisals • Not Recommended Technology Appraisals • Clinical Guidelines • Service notifications currently being developed <p>http://www.hscboard.hscni.net/nice/</p> | Green |
| 3. | Recommendation 3: The HSC Board dissemination arrangements for all NICE | CA | The HSCB distribution list was reviewed and extended in May 2013 | Green |

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| | <p>guidelines should be reviewed to ensure that all organisations receive the guidance which is relevant to their functions. This should include consideration of dissemination to primary care, independent sector organisations and the voluntary sector.</p> | | <p>and now includes the following:</p> <ul style="list-style-type: none"> • Chief Executives of Trusts • Director of Integrated Care, HSCB • Chief Medical Officer • Chief Executive Patient and Client Council • Chief Executive/Postgraduate Dean, NIMDTA • Chief Executive, NICPLD • Chief Executive, NIPEC • Chief Executive, NIBTS • Chief Executive, RQIA • Chief Executive, PHA • Senior Management Team, HSCB • Assistant Directors of Commissioning, HSCB <p>A formal mechanism is in place to communicate relevant guidelines to primary care.</p> | |
| 4. | <p>Recommendation 4: The revised dissemination arrangements for NICE</p> | CA | <p>The HSCB distribution list was reviewed and extended in May 2013.</p> | Green |

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| | guidance, once agreed, should be reviewed after a year of operation to ensure that they are working effectively. | | The list remains under constant review. | |
| 6. | Recommendation 6: A template should be developed, to provide information about NICE guidance, for bi-monthly Trust Directors meetings. This template should include both positive statements as to where the guidance has been implemented as well as any areas where implementation has not yet been completed. | CA | From September 2013, an assurance report detailing all guidance against which Trusts will be asked to provide assurance is circulated 3/4 weeks in advance of the meeting. Trusts are asked to confirm implementation and / or highlight ongoing implementation issues as appropriate. Any guidance not recorded as implemented is then discussed at the meeting. | Green |
| 7. | Recommendation 7: A regional project should be established to agree the specification of an information management system for the implementation of NICE guidance. | DHSSPS | This work is being taken forward by the DHSSPS under the auspices of Task Group 3 Quality 2020. They are currently scoping system requirements in partnership with the NI NICE Managers Forum and are in the process of establishing how they might source IT support for delivery of the project. | Amber |
| 8. | Recommendation 8: A network should be established which would include NICE implementation | NICE Facilitator NI | NICE NI Manager's Forum established. Coordinated and Chaired by NICE | Green |

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| | leads from both commissioning and providing organisations, to discuss common issues and share good practice in the implementation of NICE guidance. | | Facilitator NI. Meetings are held quarterly. | |
| 9. | Recommendation 9: All organisations should review their arrangements for linking risks, associated with the implementation process for NICE guidance, to the process of updating risk registers. | CA | Any significant issues associated with the implementation of NICE guidance are discussed at the Trust Director bi-monthly meetings and are followed up formally in writing as required. Significant ongoing issues are discussed at Commissioning Board and recorded on directorate or corporate risk registers as appropriate. | Green |
| 10. | Recommendation 10: Under the new arrangements for dissemination of endorsed guidance for Northern Ireland a planned system should be considered for release of guidance on a monthly basis where possible. | DHSSPS | This would not be permitted within current NICE Circular which includes strict timescales around production of service notification and dissemination to the service. Any move to monthly dissemination would be at the discretion of the DHSSPS. A revised circular is under discussion but does not make provision for monthly dissemination. | Red |

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| 11. | Recommendation 11: All HSC organisations should review their use of NICE Implementation tools. | CA | <p>This recommendation is largely targeted at Trusts. However, there are some facilities within the NICE website which may be beneficial for commissioning staff to be aware of. A series of workshops were arranged for relevant staff in June 2014. Awareness an use of implementation tools was included as part of that training.</p> <p>A further workshop was held to provide staff with in depth training of the NICE Costing Template (one the most useful NICE Tools for commissioners).</p> | Green |
| 12. | Recommendation 12: All HSC organisations should collaborate with the NICE Implementation Facilitator for Northern Ireland to raise awareness within 42 organisations, of NICE implementation support tools and how HSC organisations could utilise them to support quality improvement. | | <p>A series of NICE workshops were organised in June 2014 in partnership with the NICE Facilitator for Northern Ireland. In addition to introducing staff to the new look NICE website it highlighted the availability, and benefits of NICE implementation tools. The training was attended by 33 staff from across all HSCB Directorates and PHA.</p> | Green |