ALTNAGELVIN HOSPITALS H&SS TRUST

Minutes of the Hospital Executive Meeting held on Wednesday 4 July, at 2.00 pm in the Conference Room, Trust Headquarters, Altnagelvin Hospital

Present:

Mr R McCartney, Director of Business Services

Dr R Fulton, Medical Director Miss I Duddy, Director of Nursing Mr N Smyth, Director of Finance

In Attendance: Personal Assistant

Presentation on Security:

Contracts Monitoring Manager



APOLOGIES/OPENING REMARKS

Apologies were received from Mrs S Burnside, Chief Executive.

Director of Personnel, Mr T Melaugh, Director of Clinical Support Services and Director of Estates.

2 PREVIOUS MINUTES

The minutes of the previous meeting held on 20 May 2001 were approved.

- 3 ACTION LIST
- 3.1 Theatre Manager

3.2 Junior Doctors Hours

It was noted that the BMA workshop, facilitated by is to be held on 24 July. Mr Smyth informed members that he had invited representatives from the Western Board to attend. Mr McCartney asked that notes of the workshop be recorded, as he felt this would be useful in drafting a paper to present to the Western Board on the issues discussed.

3.3 Delays in Radioisotope Scans

3.4 Benchmarking: Nurse Staffing and Skill Mix

Mr Smyth circulated a briefing note to members, by Directorate, of the benchmarking exercise on nurse staffing and skill mix. He and Miss Duddy explained the approach which they had taken, which was based on benchmarking and the tool "Criteria for Care". It was noted that not all wards were included in this initial exercise, but that it is hoped that all wards would be included. Mr Smyth reported that the overall findings of the total number of staffing required was not dissimilar to that in post. However, he did state that where a difference was found was in numbers needed for specific wards within Directorates. He noted that, for some, this initiative may not be very welcomed.

Miss Duddy advised that she, Mr Smyth and Mr Doherty are to shortly meet with the 3 CSMs to share their findings. She said that they proposed to meet with individual CSMs on the same date.

Mr Smyth therefore asked for the Hospital Executive to endorse the approach outlined in the benchmarking exercise, prior to arranging meetings with the CSMs. Members agreed that the approach taken seemed to be a very valuable exercise and would assist as future measuring tool for staffing negotiations. Members also suggested that this initiative could be used as a "good practice guide" in the management of leave, sickness, etc.

Miss Duddy reminded members that she is also looking strategically at the temporary nursing and banking staff arrangements, which are in difficulty at present.

It was agreed that the benchmarking exercise would be brought back to the Hospital Executive for final agreement, following discussions with the CSMs.

3.4 Postgraduate Clinical Tutor Issues

This matter was deferred in Mr Doherty's absence.

3.5 Site Vending

3.6 Registrars Rota in Obstetrics and Gynaecology

3.7 <u>Discharge Policy</u>

3.8 SUMDE

3.9 <u>Midwifery Recruitment Difficulties</u>

3.10 Altnagelvin Strategic Development

3.11 Royal College Inspection Visits

It was agreed that a separate meeting would be set up with the Hospital Executive to consider these visits. Mrs Doherty agreed to look at dates. It was also suggested that Hospital Executive meetings should return to a weekly basis, and that some of these meetings could be identified for service development and other issues, including strategic planning. Mrs Doherty suggested, if agreed by all, that these should start from September and that she would co-ordinate diaries.

3.12 Acute Pain Service

3.13 Request from Foyle H&SS Trust

3.14 Proposal to use a Secretarial /Clerical Recruitment Agency

3.15 McCarter Cup

3.16 <u>Assisted Conception Unit</u>

3.17 <u>Documentation Audit - Action Plan</u>

Miss Duddy asked that this item be placed on the next agenda, under Clinical Governance.

Mr McCartney also asked that the corporate item of Health Records (which he had included within his paper for the last planning day) would also be placed on the next agenda.

3.18 Private and Paying Patients



4 RELOCATION OF MEDICAL SECRETARIES



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5 ROADS SERVICE REQUEST FOR CAR PARKING

6 NURSING EDUCATION

Miss Duddy reported on the transfer of the nurse education contract from Queen's to the University of Ulster. She advised members that the pre-registration nurse education would start this year, with 100 places commissioned by Queens, and 100 from the University of Ulster. She advised that from next year, the University of Ulster would have 200 places, and that the Queen's campus would be withdrawn from August 2002. She said that she would be leading on the transfer with Queens and the University of Ulster, and already had met both parties to discuss the definite implications for Altnagelvin, and are to meet again within one month.



7 DRAFT POLICY ON SEEKING PATIENTS CONSENT TO INVESTIGATION AND TREATMENT

This item was deferred.

8 REQUEST TO PURCHASE AUDIO-VISUAL AIDS FOR TEACHING OF A&E MEDICAL STUDENTS

9 RADIOGRAPHER REGRADING

FORMAT OF CLINICAL GOVERNANCE REPORT Miss Duddy asked for this matter to be deferred until September. She suggested there would be two reports produced for Altnagelvin - a quarterly report to the Trust Board, and an annual report which would be made available to the public. JOB DESCRIPTION FOR SENIOR 1 PHYSIOTHERAPIST 11 12 STRATEGIC PROJECT REVIEW HSS(F)24/2001 COPORATE GOVERNANCE: STATEMENT ON INTERNAL 13 CONTROL PAPER ON REHABILITATION IN ALTNAGELVIN 14 15 STAFFING RE THEATRE GOWNS - REUSABLE OR DISPOSABLE 16



17 RESPONSE TO BEST PRACTICE BEST CARE

Miss Duddy agreed to co-ordinate and draft the Trust's response on the above document.

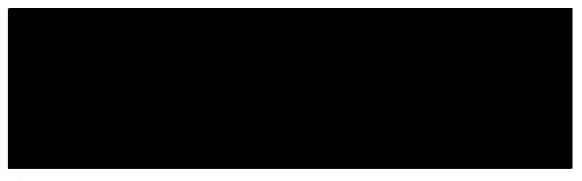
18 RESPONSE TO ACUTE HOSPITAL REVIEW GROUP



19 HAEMATOLOGY SERVICES



20 WESTERN BOARD PROPOSED SERVICE AND BUDGET AGREEMENT 2001/2002

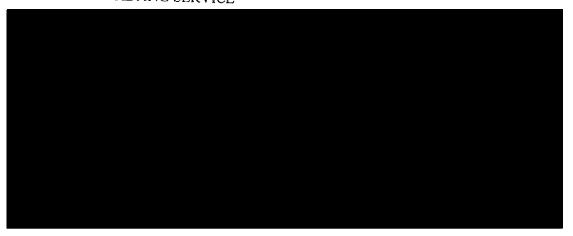


21 DOCTORS IN TRAINING ON ROTA CIRCUITS

This item was deferred.

22 SURVEY OF TRUST'S TELEPHONE ANSWERING STANDARDS

23 INTERPRETING SERVICE



24 FETAL ANOMALY SCANNING SERVICE

