

QUALITY COMMITTEE WORK PROGRAMME

PB.1213.08.3b

Topic	March	May	July	September	November	January 2013	March 2013
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Clinical Quality Priorities							
Clinical Quality Strategy and indicators	Strategy and annual implementation plan.	Review progress and indicators	Review progress and indicators	Review progress and indicators	Review progress and indicators	Review progress and indicators	Strategy and annual implementation plan – year-end report
Patient Safety <ul style="list-style-type: none"> Adverse events Learning lessons Being Open 	Clinical governance overview report	Significant events/lessons learned Solicitors' Risk management report on Claims - NHSLA	Significant events/lessons learned Incident investigation skills review	Significant events/lessons learned	Significant events/lessons learned	Significant events/lessons learned	Significant events/lessons learned
Clinical Effectiveness <ul style="list-style-type: none"> Clinical audit plan AQIs CPIs JRCALC NIHCE 	Clinical governance overview report	Clinical audit plan NIHCE guideline implementation	Review progress and indicators Implementation of new JRCALC guidelines	Review progress and indicators	Review progress and indicators NIHCE guideline implementation	Review progress and indicators	Clinical audit plan year-end report
Patient Experience <ul style="list-style-type: none"> Complaints and concerns Patient surveys LINKs/Healthwatch 	Patient experience overview report	Review progress and survey results	Review progress and survey results	Review progress and survey results Mid-year patient experience report, including report on dignity and respect campaign	Review progress and survey results	Review progress and survey results	Year-end patient experience report,

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Safeguarding <ul style="list-style-type: none"> • Children • Adults 	Clinical governance overview report	Clinical governance update report	Clinical governance update report	Clinical governance update report Mid-year safeguarding report	Clinical governance update report	Clinical governance update report	Safeguarding year-end report
Medicines Management	Clinical governance overview report	Clinical governance update report Management of controlled drugs	Clinical governance update report	Clinical governance update report	Clinical governance update report Management of controlled drugs	Clinical governance update report	Clinical governance update report
Infection Prevention and Control <ul style="list-style-type: none"> • Work plan • Audits 	Clinical governance overview report	Clinical governance overview report	Clinical governance update report IPC mid-year report	Clinical governance update report	Clinical governance update report	Clinical governance update report	IPC year-end report
Research Governance							
Research governance policies and procedures	Research governance overview report			Research governance update report			Research governance year-end report
Research and development programme	Research governance overview report			Research governance update report			Research governance year-end report

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Essential Standards of Quality and Safety							
<p>1. Respecting and involving people who use services</p> <p>2. Consent to care and treatment</p> <p>4. Care and welfare of people who use services</p> <p>5. Meeting nutritional needs</p> <p>6. Co-operating with other providers</p> <p>7. Safeguarding people from abuse</p> <p>8. Cleanliness and infection control</p> <p>9. Management of medicines</p> <p>10. Safety and suitability of premises</p> <p>11. Safety, availability and suitability of equipment</p>	<p>Compliance overview report</p> <p>South CBU assurance report</p>	<p>Compliance update report</p> <p>North/East CBU assurance report</p>	<p>Compliance update report</p> <p>West CBU assurance report</p>	<p>Compliance update report</p> <p>EOC assurance report</p>	<p>Compliance update report</p> <p>PTS assurance report</p>	<p>Compliance update report</p> <p>Specialist services assurance report</p>	<p>Trust year-end compliance review</p> <p>CBU and other operational department year-end compliance reports</p>

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12. Requirements relating to workers 13. Staffing 14. Supporting workers 16. Assessing and monitoring the quality of service provision 17. Complaints 21. Records							
Notifications	Compliance overview report	Update by exception	Update by exception	Update by exception	Update by exception	Update by exception	Update by exception
Quality and Risk Profile	Compliance overview report	Update report	Update report	Update report	Update report	Update report	Update report
Inspections for Improvement	Compliance overview report	Update report	Review of key issues/themes	Update report	Update report	Review of key issues/themes	Update report

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Quality Governance							
Monitor Quality Governance framework <ul style="list-style-type: none"> • Action plan progress • Self assessment • Deloitte assessment 	Quality governance overview report	Quality governance update report	Review of final Deloitte quality governance assessment and updated Board memorandum.	Quality governance update report	Quality governance update report	Quality governance update report	
CIP quality impact assessment	Quality governance overview report	Review quality impact assessment of 12/13 CIPs	CIP update/exception report in quality governance update report	CIP update/exception report in quality governance update report	Mid-year review of quality impact of 12/13 CIPs	CIP update/exception report in quality governance update report	
Policy and procedure management	Quality governance overview report	Review of policy and procedure management	Progress via quality governance update report	Progress via quality governance update report	Mid-year review of policy/procedure developments	Progress via quality governance update report	
CQUIN and other contract requirements <ul style="list-style-type: none"> • A&E • PTS 	Quality governance overview report	Review of A&E and PTS schemes for 2012/13	Progress via quality governance update report	CQUIN progress review - detail	Progress via quality governance update report	CQUIN progress review - detail	
Quality Accounts	Quality governance overview report	Review of 2011 Quality Account		Review of priority developments		Review of priority developments	

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Risk Management							
Key risks to quality (Risk Register)	Risk management overview report	Update/exception report	Update/exception report	Mid-year risk review	Update/exception report	Update/exception report	Year end risk review
NHSLA standards	Risk management overview report	Risk management update	Update on progress prior to level 2 mock assessment	Risk management update	Report following level 2 assessment	Risk management update	Risk management year-end report
Risk data systems	Risk management overview report	Report on procurement process	Risk management update	Risk management update	Risk management update	Risk management update	Risk management year-end report
Health and Safety <ul style="list-style-type: none"> • Work plan • Staff accidents • HSE issues • Accident reduction • Security • Fire safety 	Risk management overview report	Risk management update	Risk management update	Health and safety mid-year report	Risk management update	Risk management update	Health and Safety year-end report
Information Governance <ul style="list-style-type: none"> • Work plan • IG toolkit • Records mgt • Data security • SAR • FOI 	Information governance overview report		Information governance update		Information governance mid-year report and toolkit review		Information governance year end report and toolkit review

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Workforce							
Workforce strategy and key indicators	Workforce overview report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce year-end report
Leadership and management development	Clinical leadership framework report	Clinical leadership framework progress report	Clinical leadership framework progress report	Clinical leadership framework progress report	Clinical leadership framework progress report	Clinical leadership framework progress report	Clinical leadership framework year-end report
Staff engagement	Workforce overview report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce year-end report
Professional issues	Workforce overview report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce year-end report
Workforce plan	Workforce overview report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce year-end report
Education	Workforce overview report	Workforce update report	Workforce update report	Education quality report	Workforce update report	Workforce update report	Education quality report
Recruitment and retention	Workforce overview report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce year-end report
Absence Mgt.	Workforce overview report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce update report	Workforce year-end report
Health and wellbeing – including stress management	Workforce overview report	Workforce update report	Health and well-being mid-year report	Workforce update report	Workforce update report	Workforce update report	Health and well-being year-end report
Training and development	Workforce overview report	Clinical induction Annual training plan	Workforce update report	Workforce update report	Clinical induction update report Annual training plan update report	Workforce update report	Clinical induction year-end report Annual training plan year-end report
Equality and Diversity	Workforce overview report	Workforce update report	Workforce update report	Equality and diversity review	Workforce update report	Workforce update report	Workforce year-end report

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Other business							