QUALITY COMMITTEE WORK PROGRAMME (Updated April 2014)

Topic	3 April 2014	12 June 2014	11 Sept 2014	4 December 2014	5 February 2015	April 2015
Clinical Quality Priorities						
Clinical quality strategy	Quality governance development plan Clinical Quality Strategy annual review & implementation plan 2014/15	Quality governance development plan	Quality governance development plan	Quality governance development plan	Quality governance development plan	Quality governance development plan Clinical Quality Strategy annual review
Review of clinical quality indicators	Integrated Performance Report and service line highlights	Integrated Performance Report and service line highlights	Integrated Performance Report and service line highlights	Integrated Performance Report and service line highlights	Integrated Performance Report and service line highlights	Integrated Performance Report and service line highlights
Patient Safety • Adverse events • Learning lessons • Being Open/Duty of Candour	Clinical Quality Strategy annual review & implementation plan 2014/15	Quality governance development plan Significant events/lessons learned	Quality governance development plan Significant events/lessons learned Patient safety thermometer update	Quality governance development plan Significant events/lessons learned Claims report	Quality governance development plan Significant events/lessons learned	Significant events/lessons learned Clinical Quality Strategy annual review
Clinical Effectiveness • Clinical audit plan • AQIs, CPIs • JRCALC • NIHCE	Clinical Quality Strategy annual review & implementation plan 2014/15	Quality governance development plan NIHCE guideline implementation	Quality governance development plan	Quality governance development plan Clinical audit update	Quality governance development plan NIHCE guideline implementation	Clinical Quality Strategy annual review
Patient Experience • Complaints and concerns • Patient surveys • Healthwatch	Clinical Quality Strategy annual review & implementation plan 2014/15 Expert Patient report	Quality governance development plan Expert Patient report	Quality governance development plan Patient experience programme update Expert Patient report	Quality governance development plan Expert Patient report	Quality governance development plan Expert Patient report	Clinical Quality Strategy annual review Expert Patient report

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Topic	3 April 2014	12 June 2014	11 Sept 2014	4 December 2014	5 February 2015	April 2015
Safeguarding • Children • Adults	Clinical Quality Strategy annual review & implementation plan 2014/15	Quality governance development plan	Quality governance development plan Mid-year safeguarding report	Quality governance development plan	Quality governance development plan	Quality governance development plan Clinical Quality Strategy annual review
Medicines Management	Clinical Quality Strategy annual review & implementation plan 2014/15	Quality governance development plan Management of controlled drugs	Quality governance development plan	Quality governance development plan	Quality governance development plan	Quality governance development plan Clinical Quality Strategy annual review
Infection Prevention and Control • Work plan • Audits	Clinical Quality Strategy annual review & implementation plan 2014/15	Quality governance development plan	Quality governance development plan IPC mid-year report	Quality governance development plan	Quality governance development plan	Clinical Quality Strategy annual review
Research and Development						
Research governance policies and procedures	R&D annual plan 14/15		R&D update report			R&D year-end report
Research and development programme	R&D annual plan 14/15		R&D update report			R&D year-end report

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Topic	3 April 2014	12 June 2014	11 Sept 2014	4 December 2014	5 February 2015	April 2015
Quality Governance						
Quality governance development plan: • Monitor QGAF • Mid-Staffs public inquiry • CQC compliance/ notifications • NHS TDA assessment	Quality governance development plan Review of NHS Constitution	Quality governance development plan Board Memorandum on Quality Governance Quality Governance Framework Assessment	Quality governance development plan	Quality governance development plan	Quality governance development plan	Quality governance development plan
CIP quality impact assessment	Review QIA of 14/15 CIPs	Review QIA of 14/15 CIPs	Review QIA of 14/15 CIPs	Review QIA of 14/15 CIPs	Review QIA of 14/15 CIPs	Review QIA of 14/15 CIPs
Policy and procedure management		Progress via quality governance development plan	Review of policy and procedure management	Progress via quality governance development plan	Progress via quality governance development plan	Year-end review of policy/procedure developments
CQUIN & contract requirements: • A&E • PTS	Review of A&E and PTS schemes for 2014/15	Progress via quality governance development plan	CQUIN progress review - detail	Progress via quality governance development plan	CQUIN progress review – detail	Review draft 2014/15 Quality Report
Quality Accounts	Review of 2013/14 Quality Account		Review of priority developments			Review draft 2014/15 Quality Report
Service line assurance: • Quality dashboards • Learning – incidents and complaints • CIP QIA and early warning indicators • CQC compliance • Inspection for Improvement outcomes and actions	NHS 111 (receive within 1 April one-off assurance review day)	A&E Operations	PTS	NHS 111	A&E Operations	PTS

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QUALITY COMMITTEE WORK PROGRAMME (Updated April 2014)

Topic	3 April 2014	12 June 2014	11 Sept 2014	4 December 2014	5 February 2015	April 2015
Risk Management						
Key risks to quality (BAF and Risk Register)	Risk management report	Risk management report	Mid-year risk review	Risk management report	Risk management report	Risk management year-end report
NHSLA and other external risk management standards	Risk management annual report and work plan 2014/15	Risk management report	Risk management report	Risk management report	Risk management report	Risk management year-end report
Health and Safety • Work plan • Staff accidents • HSE issues • Accident reduction • Fire safety	Risk management annual report and work plan 2014/15	Risk management report	Health and safety mid-year report	Risk management report	Risk management report	Risk management year-end report
Security • Security standards • Incidents	Risk management annual report and work plan 2014/15		Mid-year security standards review			Risk management year-end report
Information Governance • Work plan • IG toolkit • Caldicott • Records mgt • Data security • SAR • FOI	Information governance annual report and work plan 2014/15			Information governance mid-year report and toolkit review		Information governance year end report and toolkit review

QUALITY COMMITTEE WORK PROGRAMME (Updated April 2014)

Topic	3 April 2014	12 June 2014	11 Sept 2014	4 December 2014	5 February 2015	April 2015
Workforce						
Workforce strategy and key indicators • Workforce plan • Education and training • Recruitment and retention • Absence management • Health and well-being • Occupational Health service • Equality and diversity • Staff engagement • Employee relations	Workforce annual report and work plan 2014/15 Integrated Performance Report and service line highlights Education and training plan review Annual staff survey review and action plan	Workforce update report Integrated Performance Report and service line highlights Staff engagement update report Equality and diversity review	Workforce update report Integrated Performance Report and service line highlights Health and well-being review Absence management review	Workforce update report Integrated Performance Report and service line highlights Education and training plan review Staff engagement update report	Workforce update report Integrated Performance Report and service line highlights Absence management review	Workforce year-end report and priorities for 2015/16 Integrated Performance Report and service line highlights
Leadership and management development	Leadership and management development plan Clinical leadership framework progress report	Clinical leadership framework progress report	Mid-year review of management and leadership development plan Clinical leadership framework progress report	Clinical leadership framework progress report	Clinical leadership framework progress report	Year-end review of leadership and management development plan Clinical leadership framework year-end report

QUALITY COMMITTEE WORK PROGRAMME (Updated April 2014)

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Service Transformation						
Service Transformation Programme	Annual review and programme priorities for 2014/16	STP dashboard update	Mid-year Service transformation programme review	STP dashboard update	STP dashboard update	Service Transformation Programme annual review
Other Business						
Committee Effectiveness	Annual review					Annual review

This programme is complimented by the following special sessions:

- Annual service line quality review – April
- Twice yearly joint meeting with Finance & Investment Committee – June, September

Relevant reports from the Internal Audit programme will be considered where appropriate in the annual work plan to inform discussion on key topics.