Clinical Governance Group

The Unconfirmed Minute of the Dunfermline & West Fife Community Health Partnership
Clinical Governance Group held on Tuesday, 15 January 2013 at 2.30pm in Conference Room 4, Lynebank Hospital.

Attendance Listed in Alphabetical Order of Surname:

Core Membership Present:
DWF CHP Clinical Director, Dr Alan McGovern [Chair]
DWF CHP Head of Clinical Governance, Ann Hatton
DWF CHP Depute General Manager, Val Hatch
In-Patient Lead Nurse, Learning Disabilities, Margaret Pirie
Public Partnership Forum, Chair, Isobel Vernolini

Service Representatives in Attendance:
Legislations Manager (Clinical Services), Dr Sue Anderson
Head of Podiatry, Karen Baxter
Clinical Governance Facilitator, Yvonne Bradley
PCES Lead Nurse, Janette Brogan
DWF CHP Lead Nurse, Rhona Brown
Head of Practice and Professional Development, Iain Burns [on behalf of Pauline Small]
Head of Clinical Psychology, Dr Katherine Cheshire
PCES & DWF CHP Localities Manager, Lesley Eydmann
Head of Speech & Language Therapy, NHS Fife, Nancy Little
NHS Fife Chief Pharmacist, Evelyn McPhail
West Fife Lead Nurse, Liz Mitchell
Staff Side Representative, Lynne Parsons
Occupational Therapy, Sarah Mitchell-Thain
Clinical Services Support Manager, Fay Richmond
Nurse Team Manager, Paediatric Nursing, Jackie Young

Apologies:
Head of Physiotherapy, Lesley Bruce
NHS Fife Equality & Diversity Lead, Angela Heyes
DWF CHP General Manager, Susan Manion
DWF CHP Associate Nurse Director, Pauline Small
Head of Improving Health, Belinda Morgan
Facilities Manager, Jim Rotheram

In Attendance:
Secretary, Karen Banks [Minute]
Susan McLuckie, Gordon Cottage Child Development Centre
Lorraine Cooper-King, Respiratory MCN Co-ordinator
Gill Dennes, Practice Nurse, Fife Respiratory MCN Lead Clinician
Donald Wilson, Head of IT Services

Minute Circulated For Information:
Sarah Carr, Clinical Services Facilitator (for Learning Disabilities Service)
Grace Cervantes (for NHS Fife Clinical Governance Committee)
Guest Speaker [Donald Wilson]

Fair Warning

One year ago, NHS Fife installed a Privacy Breach Detection System called Fairwarning. Its purpose is to produce reports on the inappropriate use of NHS Fife information systems.

Examples of privacy breaches include:

- VIP Snooping - unauthorised or unnecessary examination of the records of footballers or sports stars, politicians, media personalities and criminals.
- Other Snooping - accessing the records of colleagues, friends, family members or neighbours. This access may be malicious and/or simple nosiness, it may even be at the request of these individuals – all are breaches of the policy.
- Self examination - examining your own record breaches the policy.
- Logging on as someone else - using the logon of a fellow member of staff, even in the course of treating a legitimate patient, breaches the policy.

While breaches of information security are relatively few they have a very high profile and serve to undermine public confidence.

DW presented the group with slides which showed detailed breaches which encouraged further discussion.

Whatever the motivation for inappropriately accessing patient records, from simple curiosity through to criminal intent, all breaches of the IT Security Policy will be investigated and may result in disciplinary action and legal proceedings being taken against the offender.

Fairwarning will increase in the future with V.I.P Snooping scheduled to be switched on this year.

Fay Richmond (FR) advised that the SEA & Learning Newsletter is another medium to further communicate to employees.

1 Apologies for Absence

Apologies and attendance arrangements were noted as above.

2 Minutes of the Previous Meeting Held on 20 November 2012

The minute of the previous meeting was confirmed as an accurate record.

3 Actions from the Previous Meeting

3.1 Service Reports [Pauline Small]
ITEM 11.5

- Redesign issues that fall out of the reports can go to CSMT.
  Complete.

3.2 Patient Group Directions – Best Practice Statement Review
- Clinical Governance arrangements need to be reviewed in line with the new
  NHS Fife Clinical Governance arrangements.
  Ongoing. Carried forward to next meeting.

3.3 Quality, Safety & Governance Group
- Pauline Small and Ann Hatton will feedback the groups renewed purpose,
  role and remit in due course.
  Carried forward to next meeting.

4 Matters Arising

No previous matters arising

5 Service Reports

5.1 Respiratory MCN [Gill Dennes]

The Fife respiratory MCN Annual Reports was presented to the group by Gill
Dennes (GD).

The Fife Respiratory MCN Annual Report is for work undertaken and achieved
against the Annual Workplan for the period April 2011 – March 2012.

Hosted by D&WF CHP on behalf of all 3 CHPs, the role of the Fife Respiratory
MCN is to improve the health and wellbeing of the people of Fife (Adults and
Children) with Respiratory disease by co-ordinating the provision and development
of the best possible integrated care across service a professional boundaries.

The MCN continues to be jointly led by two lead Clinicians – Gill Dennes, Practice
Nurse (Primary Care) and Dr Colin Selby, Respiratory Consultant (Secondary
Care).

The following 3 key areas of achievement were highlighted:-

- In partnership with Fife CHP Prescribing Support Teams, a “Respiratory
  Bundle” project was developed with the aim of delivering best practice
  respiratory care in GP practices across Fife. All 58 practices across Fife took
  part in this project which consisted of a review of Adult asthma patients;
  COPD patients and Paediatric asthma patients. The respiratory bundle is
  now part of QOF which is the contract for GP’s.
- Online Resource updated e.g. COPD & Asthma Resource Pack.
- Education – Local trainers attended a “Train the Trainers” course and
developed a Practical Spirometry in-house training programme to support
quality practical Spirometry across Fife. The training is evidence based in
line with clinical Standards.
Areas of Focus

- Short term funding of the Community Pulmonary Rehabilitation 8-week patient education and exercise programme runs out the end of March. The MCN are working hard to raise awareness for funding.
- Engagement of multidisciplinary group including adolescent service user and their parent, to map the current pathway and patient journey for Paediatric Asthma patients

The D&WF CHP Clinical Governance Group are asked to:

- Note the work undertaken within the Fife Respiratory MCN against the annual workplan for 2011-2012.
- Note the annual workplan for April 2012-March 2013
- Approve the annual report for wider circulation.

Evelyn McPhail (EMc) gave thanks to the Respiratory MCN regarding Home Oxygen. This was a huge piece of work that was done very successfully.

Dr Alan McGovern (AMc) remarked Respiratory Bundling was Innovative. Recognition is also needed for the ongoing Spirometry Training.

5.2 Child Health [Nancy Little]

The purpose of this report is to update the D&WF CHP Clinical Governance Group on the work of the NHS Fife’s Child Health Management Team. In particular the Service Action plan.

The action plan details the work being progressed to meet a variety on NHS and Joint strategies and plans, these include:

- Joint Early Years strategy 2011-2014
- Early Years Framework/Collaborative 2012
- Maternal and Infant Nutrition Framework
- Health & Wellbeing Plan 2011-2014
- National Delivery Plan (AHPs)

The following areas were highlighted:

Service Change
The service has appointed a practitioner for children with exceptional needs – the only one in Scotland.

CPD
To ensure skilled and knowledgeable workforce staff are continually updating their training including Child Protection.

PFPI
Patient Involvement. Patients and families are involved in various projects and programmes including the Booze Busters/Sexperts DVD.
Clinical Effectiveness
Audit and evaluations of service delivery is a core element to ensure the effective delivery of services.

Risk Management
All services are active using the tools available. There are no major risks within the service.

Val Hatch (VH) thanked Nancy in relation to the explanation of the complexity of the Early Years Collaborative. VH extended her thanks to all Children’s Services.

Dr Katherine Cheshire commented Getting Better in Fife does not mention early years.

AMc complimented the service on the range of issues discussed within the report.

The D&WF CHP Clinical Governance Group are asked to note the content of the report.

5.3 Clinical Psychology [Dr Katherine Cheshire]

Dr. Katherine Cheshire presented the Clinical Psychology Service Report to the Group.

The following points were highlighted:

Service Changes
- [1.1] Employ your Mind – a collaboration between Fife Employment Access Trust (FEAT) and NHS Fife Clinical Psychology and OT Services. A good example of partnership working as staff are employed by third sector industry and trained by NHS Fife. It was noted that the team are using lottery funding.

- [1.4] Self Help Coach project, a self-help coach project for GNEF in line with HEAT targets of reducing anti-depressant prescribing & referral to treatment target for psychological therapies – evaluations found good clinical outcomes on standardised measures, patients were highly satisfied with the service and patients were typically seen within 2-4 weeks of referral. The project ended September 2012 due to lack of funding however Keep Well contracted service on 6 month pilot for people identified with mental health needs through the Keep Well Project.

- [1.6] Cultural Prescriptions Project - Fife Councils Cultural Partnership Team provide a range of community based classes for people with mental health problems. Data collected from Service Users indicated that classes were very well received. Questionnaire measure indicated that improvements in participants levels of anxiety and depression.

Patient Focused Public Involvement
- [3.1] Pole to Pole: Improving services for people with bipolar disorder in Fife, a collaboration between Fife Bipolar group and Clinical Psychology department.
ITEM

ACTION

- [3.4] The Springfield Project – a service evaluation of a project providing therapy to looked after and accommodated children. A detailed piece of work was carried out to review patient experiences of the project. Qualitative data in the form of transcribed interviews was analysed.

Clinical Effectiveness
- [4.1] My Arcade – an example of an eHealth development in Psychiatric rehabilitation. A collaboration between clinical psychology/OT/NHS Fife eHealth and local social enterprise to develop a web based system to enhance active service user involvement in CRT programmes. OT colleagues obtained funding to develop the website www.thelearningarcade.co.uk with additional support from NHS Fife eHealth department. It is hoped the website will be “live” by April 2013.

AMc – Heat Targets/Waiting times and engaging with general practice – work to be done with Practices.

AMc commented the Mood Café is a major tool in first access to self help.

The D&WF CHP Clinical Governance Group are asked to note the content of the report.

6 Reports

6.1 PFPI Report Update [Isobel Vernolini]

Isobel Vernolini (IV) presented the PFPI Report Update to the group in relation to PFPI activities during October – November 2012. The following points were highlighted:

- 14 requests to be involved in activities were sent to Register of Interest (RoI).
- Membership remains at 16.
- 3 new members were added to the RoI Database.
- Harry Dunn was nominated as the new DWF CHP PPF RG Vice Chair. This was due to the resignation of Leonard Woods who resigned due to other commitments.

IV advised the group that she had attended the inaugural meeting of the Health & Social Care Integration Public Reference Group. IV is also a public member on the QMH Development Project Team, which replaces the QMH Development and Implementation Group.

Two DWF CHP PPF members accepted an invitation to Kirkcaldy & Levenmouth PPF to hear a presentation on the Alaska Project. IV found this extremely interesting and good reports were received from staff and patients.

The Clinical Governance Group were asked to note the report.

6.2 NHS Fife Area Immunisation Steering Group Annual Report [Rhona Brown]
Rhona Brown (RB) reported on NHS Fife Area Immunisation Steering Group (AISG) Annual Report 2011-2012 on behalf of Pauline Small.

The report provides details on progress with implementation of the Work Programme in 2011-12. The following areas were highlighted:

The following areas were highlighted:

**Childhood Immunisation**
There has been no change in NHS Fife overall performance over the 3 year period; although there have been some subtle changes from year to year in individual CHP’s.

**MMR Update**
A working group of CHP Lead Nurses and Associate Nurse Directors has been established to address the low level of MMR immunisation in Fife.

**Hepatitis B**
Immunisation of Hepatitis B for neonates is complete.

**Seasonal Flu**
The Seasonal Influenza Vaccination Programme is ongoing.

**Human Papilloma Virus (HPV)**
The HPV Immunisation Programme catch up is now complete. Immunisation will now only be offered to girls in S2.

The Clinical Governance Group were asked to note the progress made during the last year.

6.3 **Medication Safety Report**

The Clinical Governance Group were asked to note the report. Any questions to be forwarded to Pauline Small.

6.4 **CHP High Level Risk Register** [Ann Hatton]

It has previously been agreed that all DWF CHP risks assessed as High on the DATIX Risk Management System be collated and reported at each CHP Clinical Governance Group Meeting. The following records these items currently registered.

The report identifies seven current high level risks. Management actions are addressing these high level risks.

Since the last report no new high level risks have been added.

Since the last report no risks have been removed.

The Clinical Governance Group was asked to note the number of High Level Risks and current management actions to reduce the level of risk.
**ITEM 6.5**

**DWF CHP Clinical Governance Group Terms of Reference Annual Review**

[Ann Hatton]

Any amendments to the DWF CHP Clinical Governance Group Terms of Reference are to be forwarded to Karen Banks.

**6.6 DWF CHP Clinical Governance Group Action Plan** [Ann Hatton]

The D&WF CHP Clinical Governance Group agreed the attached action plan which covers the period March 2010 - March 2013. It has subsequently been updated in December 2012.

The component parts of Clinical Governance are Involving People, Risk Management, Clinical Effectiveness, Research & Development and Continuing Professional Development.

The action plan takes account of emerging priorities as a result of the launch of the Healthcare Quality Strategy for NHS Scotland.

The current action plan is showing areas either ongoing or completed. The action plan requires to take account of new initiatives Locally and Nationally. It is suggested that the new action plan is developed at a CHP Clinical Governance or CSMT Development Session.

A paper detailing local and national drivers for Clinical Governance will be prepared for the next meeting.

The Clinical Governance Group was asked to:

- Note progress, range and quality of Clinical Service Reporting.
- Note the need to refresh the Clinical Governance Action Plan
- Support a development session to develop the new Action Plan 2013-2015

Service Managers to provide AH with bullet points of key drivers.  
ALL

Development session date to be arranged.  
AH

AH

AMc suggested the group are to be mindful of the move to Health & Social Care Integration whilst keeping the existing robust Clinical Governance arrangements in place.

**7 Items for Information**

The Clinical Governance Group noted the following items for information:

7.1 **DWF CHP Clinical Governance Business Programme 2013**

7.2 **Audit of Vascular Team – Cardiac Nursing Service**

7.3 **Audit Paediatric Physiotherapy Service to Child Development Centres (West Fife)**
ITEM
8  Any Other Competent Business

No other competent business.

9  Date of Next Clinical Governance Meeting:
19\textsuperscript{th} March 2013 at 3.00pm, Conference Room 4, Lynebank Hospital, Dunfermline.