

YORKHILL DIVISION

Divisional Management Team

Minutes of the tenth meeting of the Divisional Management Team held on Friday 18th February 2005 at 12:30pm in the Conference Room, QMH.

Present: Mrs S Kuenssberg, Chairman
Mrs L Fleming, Director of Corporate Planning
Dr A Ford, Chairman, Clinical Board for Medicine, Child Health and Psychiatry and Clinical Director of Medicine
Ms S Forsyth, Partnership Forum
Mr M Jamieson, Medical Director
Dr R Lindsay, Clinical Director, Department of Child & Family Psychiatry
Mr J Marshall, Planning Manager
Mr D Matheson, Director of Finance
Ms C McCalman, Local Health Council Representative
Miss I McKune, Acting Director of Nursing and Patient Services
Mrs H Ostrycharz, Director of Human Resources
Dr T Turner, Clinical Director of Obstetrics and Neonatology

In attendance: Ms L Calderwood, Clinical Information Systems Consultant (for item 1b)
Mr D Daniels, Service Manager, Clinical Board for Anaesthesia & Surgery
Mrs M Horne, Medical Records Manager (for item 1b)
Mr J Mullen, Secretary to the DMT

PRELIMINARY BUSINESS

(a) Apologies for Absence

Apologies for absence were intimated on behalf of Dr J Beattie, Mr J Best, Prof. M Connor, Mr D Crawford, Miss S Dick, Mrs L Hamilton, Mr J Hughan, Mr D MacDonald, Ms P Mitchell, Dr J Peutrell, Mr J Redfern, Mrs E Stenhouse, Mr J Wallace, Dr A Watt, and Mrs G Wilson.

(b) Minutes for Approval

The minutes of the meeting of the Divisional Management Team, held on the 21st January 2005, were approved as an accurate record.

(c) Matters Arising from the Minutes of the Meeting held on 17th December 2004

(i) Pan-Glasgow Laboratories Review - Update

Mr Matheson reported that the outcome of the review would propose that the laboratory and radiology services at Yorkhill should be managed in a Diagnostics Directorate rather than in the Women's and Children's Directorate. He also reported that a paper was being prepared for the Corporate Management Team meeting next month although information to complete the financial element of this paper was outstanding.

Concerns were expressed during discussion that children's access to services may be affected by the proposed changes.

(ii) Serious Clinical Incident/Debriefing Policy

Mr Jamieson reported that this policy had now been considered by the Partnership Forum and received its support. This policy was, therefore, approved by the DMT.

(iii) Divisional Nutrition Policy

Mr Jamieson reported that, since the last meeting, no further comments had been received from Clinical Boards. This policy was, therefore, approved by the DMT.

(iv) Medical Staffing

Mr Jamieson reported that there had been some difficulties in appointing staff at the end of last month pending clearance from Disclosure Scotland and wished to apologise on behalf of the Yorkhill Medical Staffing Department for any inconvenience caused.

1. SERVICE DELIVERY / DEVELOPMENT

(a) Community Health Partnerships

Mrs Fleming reminded members that there would be 5 CHPs in Glasgow City and Schemes of Establishment were being drawn up for these. Members noted that the Partnership Forum had expressed concern at the lack of staff involvement in this process. Mrs Fleming added that there was no expectation that services would be devolved to CHPs by the 1st of April 2005.

(b) Copying Clinical Correspondence

Mrs Horne and Ms Calderwood were welcomed to the meeting for this discussion. Mrs Horne referred members to the draft guidance (Ref. 02/05/06) and sought the group's views on adopting the practice of copying clinical correspondence to parents. A number of issues were raised in the ensuing discussion including the need for consent, the need for information such as test results to be conveyed in an appropriate form and the scale of the task. Members were in favour of the principle of copying clinical correspondence but, in recognition of the many practical considerations, agreed that the document should be circulated to Clinical Boards for comments. The group would then consider the topic again at its April meeting.

(c) Criteria for Supplementary Prescribing

Miss McKune invited members to note and approve the Criteria for Supplementary Prescribing Policy (Ref. 02/05/01). There was some discussion concerning the length of time between reviews. It was noted that, while the policy would be reviewed every 2 years, management plans were reviewed at least annually and more often if circumstances warranted this. The DMT approved the policy.

2. PERFORMANCE AND ACCOUNTABILITY

(a) Quarterly Waiting List Report

Mrs Fleming referred members to her report for the quarter ended 31 December 2004 (Ref. 02/05/02). It was noted that a number of patients waited more than 6 months for an MRI scan if a General Anaesthetic was required. She explained that this was due to the limited number of such patients who could be seen in a session and confirmed that measures would be introduced to address this. Mrs Fleming also informed members of the efforts made in recent weeks to reduce the number of inpatients and daycases waiting more than 6 months. Members noted that a guarantee of an 18 week maximum wait (by the end of 2007) would be introduced shortly.

3. RESOURCES AND INFRASTRUCTURE

(a) Monthly Finance Report at Month 10

Mr Matheson reported that the recovery plan was progressing well and the projected deficit had now fallen to £0.096m. Members noted that increased income from non-Scottish patients had contributed to the position this month. He added that the superannuation funding issue had now been resolved.

4. HUMAN RESOURCE ISSUES

(a) Promoting Attendance

Mrs Ostrycharz invited members to note and approve the policy on Promoting Attendance (Ref. 02/05/03). There was some discussion concerning the return to work interview in terms of who should conduct this and the level of formality to be adopted. It was agreed that the document would be circulated to Clinical Boards, the Partnership Forum and others as appropriate for comments. The DMT would consider the policy again in May 2005.

5. GOVERNANCE

(a) Quarterly Complaints Report

Miss McKune referred members to the Complaints Report for the quarter ended 31 December 2004 (Ref. 02/05/04). Members noted the report.

(b) Report of the Rights of the Child Group

Mrs Kuenssberg invited members to receive for information the report of the Rights of the Child Group (Ref. 02/05/05). Members noted that this group formerly reported to the Trust Board and the purpose of this report was to inform the DMT of the present and future activity of the group. Mrs Kuenssberg advised that the issues facing the group included child protection and the financial hardship faced by families with children in hospital. The DMT agreed that the Rights of the Child Group should continue to meet.

6. ANY OTHER BUSINESS

(a) Audit Scotland – Using Medicines in Hospital

Mr Jamieson reported that a group was being established to consider this Audit Scotland report in detail and develop a Divisional Action Plan.

(b) Clinical Effectiveness

Mr Jamieson reported that Dr Paton had resigned from the position of Chair of the Clinical Effectiveness Committee. Mr Jamieson wished to record the Division's appreciation of Dr Paton's contribution in this role.

7. DATE AND TIME OF NEXT MEETING

The next meeting would be held at 12:30pm on Friday 18th March 2005 in the Conference Room, QMH.

The Chairman delivered the February Core Brief. Congratulations were offered to Mr Jamieson following his appointment as the first National Clinical Lead for Children and Young People's Health in Scotland.