

GREATER GLASGOW AND CLYDE NHS BOARD

**Minutes of a Meeting of the  
Area Clinical Forum  
held in the Conference Room, Dalian House  
350 St Vincent Street, Glasgow  
on Thursday 19 October 2006 at 1.00 pm**

**P R E S E N T**

Gale Leslie – in the Chair (Chair, AOC)

Douglas Colville	Vice Chair, AMC
Margaret Hastings	Chair, AAHPC

**I N A T T E N D A N C E**

Tony Coia	-	Representing ADC
Jean Coote	-	Interim Representative from Clyde
Helen McKenzie	-	Representing CHPs
Sir John Arbuthnott	-	Chairman, NHSGG&C
Shirley Gordon	-	Secretariat Manager

**ACTION BY**

**51. APOLOGIES**

Apologies for absence were intimated on behalf of David McCall, Ewan Black, Brian Cowan, Annie Hair, Rosslyn Crocket, David Thomson, Hal Rollason, Clive Bell, Phil Benington and Scott Bryson.

**52. MINUTES**

The Minutes of the meeting of the Area Clinical Forum [ACF(M)06/5] held on Thursday 31 August 2006 were approved as an accurate record.

**53. MATTERS ARISING**

The following Matters Arising were raised from the Minute of 31 August 2006:

(i) Board Seminar

Gale Leslie advised that no arrangements had been made as yet for a presentation to be provided to Board Members at a future Board Seminar on the new pharmaceutical and ophthalmic contracts. She awaited confirmation from John Hamilton, Head of Board Administration on a date. She agreed to pursue this.

**G Leslie**

NOTED

(ii) Disciplinary Procedures

Members noted the update paper from Jill Paton regarding two outstanding disciplinary cases with NHS Lanarkshire – the first of which was referred to them on 15 August 2005 (the case being heard on 1 December 2005) and the second being referred to them on 21 February 2006 (heard on 19 June 2006). As yet the Minutes of both of these meetings remained outstanding.

Members noted that new regulations had been issued – the intention of which was to tighten up the overall process. The Area Clinical Forum remained uncertain about the following points:

- How were the new regulations going to improve the existing problems?
- What is causing the delay in the production of the Minutes and what can be done to fast track this?
- Are there proposals to centralise disciplinary processes throughout NHS Scotland to expedite the processes better?

DECIDED:

It was agreed that the Secretary write to Jill Paton to clarify the above matters and this be discussed further at the next ACF meeting scheduled for 30 November 2006.

**Secretary/  
Next Agenda**

(iii) Distribution of Circulars

Members noted a memo dated 18 May 2006 from Catriona Renfrew to all managers and Clinical Leads regarding the distribution of Circulars. At the last meeting, Members had been concerned that they had not received a copy of the Circular “A Good Practice Guide on Consent for Health Professionals in NHS Scotland”. Catriona Renfrew had since agreed to send all Advisory Committee Chairs a copy of the monthly digest of all Circulars so that they could see which ones had gone out. Members were hopeful that this new process would ensure they were kept up to date with Circulars that had been issued.

Members went on to discuss the general implementation of “consent” guidelines. Many debates had taken place across all the professions as to what constituted “consent” and it was important that a sensible approach was taken to this that did not compromise patient care – bearing in mind that a proper clinical examination often needed to take place. In an effort to bring some resolution and consistency to the adoption of consent throughout NHS Greater Glasgow and Clyde, it was agreed that Gale Leslie, as a Member of the Board’s Clinical Governance Committee, bring this up at their next meeting in an effort to obtain clarity.

**G Leslie**

NOTED

(iv) Attendance by the Director of Health Information and Technology

It was noted that the new Director of Health Information and Technology, Richard Copland, would take up post at the beginning of November.

It was hoped that he would come along to an AFC meeting in 2007 to discuss IT. The Secretary would make the necessary arrangement with him.

**Secretary**

NOTED

(v) Presentation by a Representative from Skills for Health

It was noted that Michelle Bremner, Director for Scotland, Skills for Health, would attend the next ACF meeting scheduled for 30 November 2006.

**November meeting**

NOTED

(vi) Attendance at ACF Meeting by Director of Finance

It was noted that Douglas Griffin, Director of Finance would attend the 30 November 2006 ACF meeting.

**November meeting**

NOTED

**54. PROGRAMME OF MEETINGS - 2007**

Members were asked to note a schedule of ACF meetings for 2007 – these were approved as follows:

Thursday 11 January 2007  
Thursday 22 February 2007  
Thursday 05 April 2007  
Thursday 17 May 2007  
Thursday 28 June 2007  
Thursday 9 August 2007  
Thursday 20 September 2007  
Thursday 01 November 2007  
Thursday 13 December 2007

All would be held in Dalian House between 1.00 and 3.00 pm.

**All to note**

NOTED

**55. ADVISORY COMMITTEE MEETING UPDATES**

ADC – Tony Coia referred to the ongoing P-CAT audit throughout NHS Greater Glasgow and Clyde. This was, in part, to ensure practice improvement for decontamination facilities within dental practices. It was being administered by Health Protection Scotland – the first stage of which was a survey of around 700 to 800 questions accessing the level of decontamination within the primary care setting. Thereafter, dental practices were put on a system of traffic light categories (green, amber and red). The target for implementation was 2009. Many anxieties existed within GDP practices as although grants of up to £20,000 were available, full implementation of the audit required much more and practices had to fund this themselves. Furthermore, the target of implementation by 2009 seemed particularly impractical as there were around 570 dental practices in Greater Glasgow and Clyde and already 25% of these were at “category red” which meant that they would not comply and may have to close. Mr Coia explained the criteria used which included physical size, ventilation and availability of a flow system. He explained that Kevin Hill, the Director of the Dental Health Directorate was working to try to come to some resolution particularly with regards to funding and what would happen if a dental practice failed the audit.

**DECIDED:**

That Tony Coia provide a briefing note on the main concerns to Gale Leslie who would then take this up at Board level.

**T Coia/  
G Leslie**

AMC – Douglas Colville did not raise any particular points of concern ongoing at recent AMC meetings.

CHPs – Helen McKenzie reported that the CHPs were working on ensuring clinical governance standards were in place and these were being considered by the respective Professional Executive Groups (PEGs).

AOC – Gale Leslie reported that Andy Crawford had attended the last AOC meeting to discuss the risk register, clinical governance and consent. She explained ongoing concerns that existed between Orthoptists and Optometrists particularly with pre-school screening. It was currently the case that Orthoptists carried out pre-school screening at nurseries and referred from their clinics direct to secondary care. It was hoped to develop a process where Orthoptists could refer to Optometrists where spectacles could be provided direct. She had written to the Orthoptists to try to come to some agreement and awaited a response.

She also reported that David Thomson would attend the next AOC meeting to discuss joint working between the pharmacy and optometry professions particularly in relation to red eye.

APC – Jean Coote reported the following matters which had been discussed at the last APC meeting:

- NHS Greater Glasgow and Clyde annual Review – ensure that next year pharmacy initiatives were included to acknowledge good practice initiatives in place.
- Hepatitis Action Plan for Scotland.
- Pandemic flu planning.
- HDL 14 : Patients and their Medicines in Hospitals.
- CHP Lead Pharmacists.

AAHPC – Margaret Hastings reported that at their last meeting Members had discussed their membership and Constitution and had agreed on some revisions including the inclusion of Health Care Scientists. They had also looked at the rehabilitation framework consultation and discussed podiatry matters.

**NOTED**

**56. ANY OTHER BUSINESS**

(i) Reponse to the Annual Review

It was agreed that all the respective Advisory Committees look at the Board's Annual Review documents and pick up on matters of concern and/or interest.

**February  
Agenda**

These should then be submitted to Gale Leslie who would compile a list for discussion at the February 2007 ACF meeting to ensure that the Area Clinical Forum had a more pro-active (rather than re-active) role in the Board's annual review process.

NOTED

(ii) Distribution of Future Agendas

It was agreed that future ACF agendas and papers be distributed in email copy as well as hard copy.

**Secretary**

NOTED

**57. DATE OF NEXT MEETING**

Date: Thursday 30 November 2006

Place: Dalian House

Time: 1.00 pm to 3.00 pm

Two presentations would be delivered:

- 1.00 pm – 1.30 pm Douglas Griffin, Director of Finance
- 1.30 pm – 2.00 pm Michelle Bremner, Director for Scotland, Skills for Health