(CGC)(M)08/4
Minutes: 45 – 58

GREATER GLASGOW AND CLYDE NHS BOARD

Minutes of a Meeting of the
Greater Glasgow and Clyde Clinical Governance Committee
held in the Conference Room, Dalian House,
350 St Vincent Street, Glasgow, G3 8YZ
on Tuesday 5 August 2008 at 1.30 pm

P R E S E N T

Prof D H Barlow (in the Chair)

Dr C Benton	Mrs J Murray
Mr R Cleland	Mr A Robertson
Dr D Colville	Mrs Agnes Stewart
Dr M Kapasi	Councillor Amanda Stewart

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

Dr B N Cowan	.	Board Medical Director
Mr A Crawford	.	Head of Clinical Governance
Dr J Dickson	..	Associate Medical Director (Clyde)
Mr D J McLure	..	Senior Administrator
Ms J Paul	..	Audit Scotland
Ms J Still	..	Head of Administration, Renfrewshire CH(C)P
Mr T Walsh	..	Infection Control Manager

ACTION BY

45. APOLOGIES

Apologies for absence were intimated on behalf of Mrs P Bryson, Dr C Chiang, Mrs R Crocket and Mr D Sime.

46. CLINCIAL GOVERNANCE IN SURGERY AND ANAESTHETIC UPDATE

Professor Barlow advised that due to the tragic death of Professor Tim Cooke the item scheduled for the meeting that he would have presented on Clinical Governance in the Surgery and Anaesthetics Directorate had been postponed. The item would be re-scheduled to a future meeting.

NOTED

47. MINUTES

The Minutes of the meeting held on 3 June 2008 were approved.

48. MATTERS ARISING FROM MINUTES

Cardiac Transplant Services, Glasgow Royal Infirmary

Further to Minute 32, Dr Cowan advised that a written report had now been produced but that he felt the subsequent action plan was of more relevance to the Committee's discussions, copies of which he tabled. **Dr COWAN**

Dr Cowan outlined the details of the action taken in relation to each of the report's recommendations. Most of the action points had been completed. He pointed out that, since the review had taken place, responsibility for Cardio Thoracic Services now rested with the Golden Jubilee Hospital.

NOTED

Transfer of Cardio-Thoracic Services to Golden Jubilee Hospital

Further to Minute 32, Mr Cleland reported that he had sought assurances at the last meeting of the Partnership Board that the Golden Jubilee Hospital were taking full Clinical Governance responsibility for the Cardio-Thoracic services recently transferred. He had received verbal assurances, but was concerned that requests for written confirmation had not yet been forthcoming.

DECIDED:-

That Mr Crawford would formally write to the Golden Jubilee Hospital requesting written assurance that full responsibility was being taken for Cardio-Thoracic Services Clinical Governance. **Mr CRAWFORD**

Clinical Governance Outline Development Plan

Further to Minute 35, Mr Crawford advised that the recommendation at the last meeting that a section should be added to the Clinical Governance Outline Development Plan on the management of emerging risks had been further reviewed. It seemed more appropriate that this should be included in the Risk Management Action Plan as the management of emerging risks came under the orbit of the Risk Management Steering Group.

DECIDED:-

That the proposal that the management of emerging risks should be part of the Risk Management Action Plan rather than the Clinical Governance Outline Plan was agreed. **Mr CRAWFORD**

Clinical Governance in Oral Health Directorate

Further to Minute 36, Professor Barlow indicated that he had received the Oral Health Directorate Annual report to review. He would check whether the Committee's request that an action plan with timescales for progress and completion of the various items had been included. **Prof BARLOW**

NOTED

Infection Control Report 2007/8

Further to Minute 38, Mr Welsh reported that he had met with Dr Cowan and Mrs Crocket and agreed that letters should be sent to medical and nursing staff regarding cleanliness issues, with responsibility being given to the nurse in charge of a ward for adherence to standards by all within the ward area, including medical staff. Dr Cowan advised that he had written to medical staff advising them of this and requesting polite compliance in the event of them being requested by the nurse in charge to adhere. He and Mrs Crocket were also contacting the medical and nursing undergraduate teaching departments with a view to cleanliness issues being given a high profile. **Dr COWAN**
Mrs CROCKET

With regard to patients and visitors, Mr Walsh advised that it was being proposed that at visiting time a Ward Auxiliary would request hand hygiene compliance from all entering the ward. He recognised that the need for a hand hygiene policy for patients and visitors required to be addressed. **Mr WALSH**

Mr Walsh also reported that the Board had exceeded its target for the number of Cleanliness Champions. The challenge now was to ensure that this achievement was reflected in action being taken by staff. **Mr WALSH**

Mr Walsh referred to the new uniform policy for health care staff which would apply comprehensively throughout the Acute Services, Partnerships and Primary Care. It was recognised that it was important that different types of staff were still identifiable by their uniforms and that the public should also be made aware of these. **Mr WALSH**

NOTED

49. CLINICAL INCIDENTS AND FAI REVIEWS

Dr Cowan reported on the following incidents:

08-07(FAI)

An FAI was due to commence on October.

08-09(FAI)

It was understood that an FAI had been scheduled to take place at the end of September, but this had still to be confirmed.

08-01(PF)

It appeared unlikely that an FAI would be held.

08-10(PF)

Dr Cowan had completed a report on the incident which would now be submitted to the Procurator Fiscal.

08-11(PF)

Dr Cowan had discussed this incident with the Procurator Fiscal who appeared to accept that all possible action had been taken in respect of this incident. The perspective of the Crown Office was awaited. Instructions had been sent to staff regarding automatic print-outs from ECG machines.

08-13(SI)

Dr Cowan advised that the incident was being investigated by the Interim Associate Medical Director for Surgery and Anaesthetics. He would report back to the Committee on the outcome. **Dr COWAN**

NOTED

Minuting of Clinical Incidents and FAIs

Mr Crawford referred to the Board's Internal Audit Report 2007/8 (reference Minute 25) and its comments regarding the reporting of Clinical Incidents and FAIs to the Committee.

He proposed that a case record number should be given to each incident, both current and past, for the purposes of the Minutes and that these numbers would be used in all future references to cases.

DECIDED:-

That Mr Crawford's proposal be approved. **Mr CRAWFORD**

50. GUIDE FOR SERVICES PRESENTING TO COMMITTEE

Further to Minute 39, Mr Crawford submitted a paper, which had been endorsed at the recent meeting of the Clinical Governance Implementation Group, setting out guidance for Services making presentations to the Committee.

DECIDED:-

That the paper be approved, subject to the inclusion of references to the possibility that following a presentation the Committee might request that further work be done on some aspect or give direction as to future action. **Mr CRAWFORD**

51. OMBUDSMAN QUARTERLY REPORT

Mr Crawford submitted a paper summarising reports on cases within NHS Greater Glasgow and Clyde that had been considered by the Scottish Public Health Services Ombudsman for the period April to June 2008. The paper also included information on action taken in respect of cases in the current report and on outstanding recommendations from previous reports.

It was noted that in her overview for April, the Ombudsman had highlighted an issue in relation to consent for treatment. While a patient had signed the appropriate documents giving consent, the process for obtaining that consent was found to lack any clear opportunity to confirm the patient's understanding of what was involved. The Ombudsman had drawn attention to new guidance from the General Medical Council issues in May 2008 entitled "Consent; Patients and Doctors Making Decisions Together". Mr Crawford confirmed that a review of consent policy was currently taking place within NHS Greater Glasgow and Clyde. **Mr CRAWFORD**

NOTED

52. CONTROLLED DRUGS REPORT

Dr McKean, Head of Pharmacy and Prescribing Support Unit, had submitted for the Committee's consideration, an Occurrence Report in respect of Controlled Drugs for the period January to June 2008.

DECIDED:-

1. That the report be noted.
2. That Mr Crawford would raise with Dr McKean the need for future reports to include timescales for the managing and resolution of issues identified and lists of actions that were ongoing or had been completed. **Mr CRAWFORD Dr McKEAN**

53. CLINICAL GOVERNANCE ANNUAL REPORT 2007/8

Mr Crawford submitted a draft Annual Clinical Governance Report for 2007/8 for the Committee's consideration. A similar format to the 2006/7 report had been followed. A number of comments were made including the need for Services to emphasise the outcome of Patient Safety initiatives and Clinical Effectiveness work rather than concentrating on describing processes in place.

DECIDED:-

That members should send further comments on the draft report directly to Mr Crawford. Thereafter a final version would be produced. **MEMBERS Mr CRAWFORD**

54. ANNUAL CLINICAL GOVERNANCE REPORTS OF DIRECTORATES AND PARTNERSHIPS

Further to Minute 43, each member had two Annual Reports of Directorates and Partnerships for 2007/8 assigned to them for review. These had been distributed to members as they had become available. However, to date, several had yet to be received.

Mrs Murray commented on the East Renfrewshire CH(C)P and Pharmacy and Prescribing Support Unit Reports. The first indicated that much progress had taken place, but there was a need for more detail in various areas such as staff supervision. The second report had been difficult to absorb due to the quantity of detail supplied.

Dr Benton commented on the Mental Health Partnership Report. The report was good but there was a need for more information on the outcomes of the activity described.

Mrs Agnes Stewart gave preliminary comments on the Clyde Report and the West Dunbartonshire CH(C)P Report. She noted that the first had included an Action Plan together with challenges to be addressed. The second report had no Action Plan.

Concern was expressed that the reports received for 2007/8 had not all followed the template previously agreed by the Committee and sent out to Services by Mr Crawford.

Councillor Amanda Stewart felt there was a need for members to be briefed on the approach to be followed in reviewing the reports assigned to them.

DECIDED:-

1. That members should submit comments on the reports they were reviewing to Mr Crawford by the end of August 2008. **MEMBERS**
2. That Mr Crawford would provide members with guidance on reviewing reports. **Mr CRAWFORD**

55. MINUTES OF INFECTION CONTROL COMMITTEE

The minutes of the meeting of the Infection Control Committee held on 16 June 2008 were received, together with a summary paper highlighting key issues. In response to an enquiry regarding Pandemic Flu Planning, Dr Cowan confirmed that following work within Acute Services and Partnerships, the Director of Public Health would be producing an overall plan for NHS Greater Glasgow and Clyde.

NOTED

56. MINUTES OF CLINICAL GOVERNANCE IMPLEMENTATION GROUP

The minutes of the meeting of the Clinical Governance Implementation Group (CGIG) held on 9 July 2008 were received, together with a summary paper highlighting key issues.

Mr Crawford drew attention to the request, supported by CGIG, that future Annual Clinical Governance Reports from Directorates and Partnerships should cover the calendar year with addendums added should significant issues arise during the following three months. This would ease the pressure arising from the short time between the end of March and the requirement to submit reports to the Committee.

DECIDED:-

That future Annual Clinical Governance reports should cover the calendar year. **Mr CRAWFORD**

57. MINUTES OF REFERENCE COMMITTEE

The minutes of the meeting of the Reference Committee held on 23 April 2008 were received, together with summary papers highlighting key issues.

NOTED

58. DATE OF NEXT MEETING

The next meeting of the Committee will be held on **Wednesday** 8 October 2008 at 1.30pm in the Conference Room, Dalian House, 350 St Vincent Street, Glasgow.