

## Women and Children's Directorate

### Clinical Advisory Board for the New Children's Hospital Outpatient Services Sub Group

Minutes of the meeting held on Tuesday 18<sup>th</sup> July 2006 in the RHSC Committee Room 12:00 – 13:30

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#### Attendee List:

Mrs Eleanor Stenhouse (Chair), Mrs Coral Brady, Ms Maureen Kinney (Minutes), Ms Lesley Bedford, Dr Joan Burns, Ms Karyn Cooper Ms Diane Fung, Dr Neil Gibson, Mr Robert Greig, Dr Janet Gardner-Medwin, Mr Jim Harrigan, Mrs Marilyn Horne, Mr Patrick Jamieson, Ms Diane King, Mr David Koppel, Sister Maureen Lilley, Mrs Catherine Martin, Mrs Anne Maclean, Dr Pamela McHenry, Dr David Tappin

**Apologies:** Sister Lynn Docherty, Sr Karen Prince, Mrs Hilary Reidpath, Mrs Jean Wilson

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#### 1. **Apologies and Welcome to New Members**

Mrs Stenhouse opened the meeting and welcomed new members. Apologies are shown above.

#### 2. **Minutes of the Meeting of the 4<sup>th</sup> of July 2006 (chaired by Mrs Horne)**

The minutes of the previous meeting were accepted as an accurate record.

#### 3. **Matters arising:**

##### **Standardised Patient Feedback Questionnaire**

Dr Burns circulated a copy of a questionnaire that had been utilised successfully for patient feedback with regards to Clinical Psychology Facilities. Members are invited to adapt the questionnaire for their own particular services. Each member's service / departmental report must include evidence of patient consultation and it was agreed that the questionnaire would be useful in assisting. **(Action – All)**

##### **AHP Activity**

Mrs Wilson was unavailable to provide feedback. Mrs Maclean has spoken to OT/Physio/SLT and all groups are looking at their activity figures. Mrs Maclean will provide feedback at next meeting. **(Action – Mrs Maclean)**

##### **Schiehallion Activity**

Mrs Horne said that the HISS team would look at Outpatient activity and provide figures for next meeting. Mrs Robertson expressed a view that now is an opportunity to be investigating the feasibility of combining Daycare & Outpatients (separate from Inpatient activity). Dr Jim Beattie is investigating the current 6a model as the model for Schiehallion. **(Action – Mrs Horne)**

##### **Psychology Representation on the Group**

Dr Val Sellars has been invited to join the group.

#### 4. **Key Task – Written Brief**

Mrs Brady stated the importance of each individual specialty and department submitting a report (based upon the key tasks listed in the minutes of the 20<sup>th</sup> June 2006) no later than the 1<sup>st</sup> of August. Several specialties and departments have already submitted their first draft – these are currently being checked. Once they have been checked, if required, they will be returned to the author for changes. Once all changes have been agreed, the content will be incorporated into the Output Based Specification (OBS) document by Mrs Brady, prior to be circulated for final approvals.

A full check of department and specialties was undertaken, this identified several specialties that were currently not covered – Mrs Brady will identify representatives from those areas and invite them to join the group. A full list of all departments / specialties is attached as an Annex to these minutes. **(Action – Mrs Brady)**

Mrs Brady asked all members if there were any issues with meeting the 1<sup>st</sup> of August deadline and it was agreed that whilst this was a very tight timescale, that given the importance that it was achievable.

It was noted that the key task list did not include a patient flow description or diagram, that is required in the OBS (Page 3, Section 4). All members are requested to include this in their reports.

Discussion took place around various technical and operational aspects that were either evidenced as best-practice or considered the way forward. Mrs Brady said that it was very important to include any aspects of improvements within the specialty / department returns, however, re-iterated the importance of providing professional evidence / justification for any increase / improvement in services in the report.

There was some discussion around the accuracy of the identified patient figures from ISD. Mrs Horne stated that these are reliable figures, and this is the data that all groups (including the main Project Team and Health Board are working with). Mrs Horne offered to circulate the figures to the new members of the group who had not yet received them.

**(Action – Mrs Horne)**

It was identified that some specialty services (nurse-led services) figures are not being captured in hospital activity data submissions. Mrs Horne re-iterated the importance of ensuring all work is entered onto the HISS system and invited any specialty that did not think they were currently accurately recording activity to contact her. **(Action – All)**

The subject of education facilities in clinical areas was discussed. Many members felt that the current arrangements were insufficient for the commitments that we have towards students and patients. Additionally, it was felt that there needed to be a number of 'multi-disciplinary' clinic rooms that could comfortably house a considerable number of doctors and patients at the one time. Mrs Brady stated that each individual specialty must capture these requirements in their individual reports.

#### 5. **Facilities for Young People**

A report provided by Mrs Marjorie Gillies was circulated to all members. Members are asked to note the content and to ensure that their returns include facilities for young people. Mrs Gillies has been invited to attend the next meeting of this group and will be available to provide assistance / answer questions.

#### 6. **AOCB**

##### **Medical Illustration**

A letter provided by Mr Alistair Irwin was circulated to all members. Again, all members are requested to consider the provision of Medical Illustration facilities in their reports. Mr Irwin has been invited to attend the next meeting of this group and will be able to respond to any questions.

##### **Office Accommodation**

A question was raised as to whether this was the correct sub-group in which to be submitting office accommodation requests / appropriate office accommodation. Mrs Stenhouse responded by saying that this area is being dealt with as a separate issue, however, if the various specialties / departments identify a requirement for administrative facilities during Outpatient clinical time that this should be included in the individual specialty reports.

**7. Date and Time of the Next Meeting**

The next meeting is scheduled for 12:00 – 13:30 on Tuesday 1<sup>st</sup> August 2006 in the QMH Classroom. Items for the agenda should be forwarded to Mrs Brady no later than Friday 28<sup>th</sup> July 2006.

MK/19.07.2006