

**TRUST BOARD MEETING IN PUBLIC  
WEDNESDAY 29 MAY 2013  
ACTION LIST**

Action No	Details	Agenda Item No	First Raised	Action by	Progress Update & Status	Lead
PB208	<b>Annual Cycle of Business 2013/14</b> Consider Board development and communicate these to the Trust Board Secretary.	BD/13/03/18	Mar 2013	June 2013		All Board Members
PB209	<b>Staff Survey Results</b> Staff survey action plan to be brought back to a future meeting so that progress could be monitored.	BD/13/03/19	Mar 2013	June 2013	Staff engagement action plan on agenda. Staff survey bottom 5 Key Findings see Quality and Patient Safety report for actions relating to hand hygiene and incident reporting and Workforce Strategy update for actions relating to work pressure and staff working extra hours. <b>Closed</b>	Director of Human Resources
PB210	<b>Chief Executive's Report</b> Present a paper describing and explaining the function of the Academic Health Science Network and the impact on the Trust.	BD/13/03/22	Mar 2013	July 2013	Paper to be completed for July Board. <b>Open.</b>	Chief Executive
PB211	<b>Action List and Matters Arising</b> Further assurance to be sought about the availability of hand washing facilities in non- clinical areas to support staff.	BD/13/04/05	Apr 2013	June 2013	This is being monitored by the Cleaning Group, escalating to the Savings Lives Implementation Committee where	Director of Nursing (Acting)

Action No	Details	Agenda Item No	First Raised	Action by	Progress Update & Status	Lead
					appropriate. <b>Closed</b>	
PB212	<b>Patient Story: Elective Knee Replacement Surgery</b> Consider the initiation of a clinic to support earlier discharge for patients on Warfarin.	BD/13/04/06	Apr 2013	June 2013	An INR service is now available through the opening of the Medical Therapies Unit during Spring to Green week. <b>Closed.</b>	Chief Operating Officer
PB216	<b>Performance Report – Trust Operational Performance</b> Report the peak number of outliers on a monthly basis via scorecard.	BD/13/04/08	Apr 2013	June 2013	Further Board discussion planned during June. <b>Open</b>	Chief Operating Officer
PB218	<b>Annual Governance Statement 2012/13 and Head of Internal Audit Opinion 2012/13</b> Detail about the Trust’s Patient safety visits and the level of assurance they provide the Board of Directors to be included within the 2012/13 Annual Governance Statement	BD/13/04/13	Apr 2013	June 2013	Statement now included. <b>Closed</b>	Chief Executive
PB219	<b>Patient Story: A child and parent’s story</b> Contact other Trust’s in order to gain ideas and ways to improve the measurement of patient feedback within Paediatric service.	BD/13/05/08	May 2013	June 2013	In progress and will be discussed at July’s Trust Board. <b>Open</b>	Acting Director of Nursing
PB220	<b>Patient Story: A child and parent’s story</b> Consider ways to mitigate the volume of Day Surgery Patients and Acute Patients on the Children’s Ward.	BD/13/05/08	May 2013	June 2013	Plans in place to review child pathway (consider use of recliner chairs for some procedures), and review theatre lists in order to staff Childrens’ ward accordingly. <b>Closed</b>	Chief Operating Officer

Action No	Details	Agenda Item No	First Raised	Action by	Progress Update & Status	Lead
PB221	<b>Matron Presentation – Improving patient experience and pathways</b> Non-Executive to be invited to visit Combe Ward prior to the refurbishment.	BD/13/05/09	May 2013	June 2013	All Non-Executives invited 11 <sup>th</sup> June 2013. <b>Closed</b>	Membership & Governance Manager
PB222	<b>DIPC Report 2012/13 and Infection Control Annual Programme 2013/14</b> Previous years' MSSA bacteraemias and E.coli bacteraemias figures to be included in report.	BD/13/05/10	May 2013	June 2013	Trend data being analysed and will be presented to July's Trust Board. <b>Open</b>	Acting Director of Nursing
PB223	<b>DIPC Report 2012/13 and Infection Control Annual Programme 2013/14</b> Acting Director of Nursing to revise document.	BD/13/05/10	May 2013	June 2013	To be presented to July's Trust Board. <b>Open</b>	Acting Director of Nursing
PB224	<b>Quality Report</b> All staff to be made aware of financial penalty for not completing FFT forms.	BD/13/05/11	May 2013	June 2013	FFT Steering Group discussed with all Ward Managers and Matrons to make aware. <b>Closed</b>	Acting Director of Nursing
PB225	<b>Quality Report</b> Moira Brennan to be invited to all Director of Finance Patient Safety Visits.	BD/13/05/11	May 2013	June 2013	Complete. <b>Closed</b>	Director of Finance
PB226	<b>Quality Report</b> Investigate why the quality of nursing care had been flagged as a complaint there within the medical division.	BD/13/05/11	May 2013	June 2013	Analysis of nursing care complaints being undertaken and will be presented to July's Trust Board. <b>Open</b>	Acting Director of Nursing
PB227	<b>Quality Report</b> Risk severity to be presented on a quarterly basis. Risks to be broken down into minor, moderate and major <b>after</b> an investigation had	BD/13/05/11	May 2013	June 2013	To be presented to September's Trust Board. <b>Open</b>	Acting Director of Nursing

Action No	Details	Agenda Item No	First Raised	Action by	Progress Update & Status	Lead
	been completed.					
PB228	<b>Draft Joint Health and Wellbeing Strategy – Consultation Response</b> Response to be sent to BaNES Health and Wellbeing Board.	BD/13/05/16	May 2013	June 2013	Response sent. <b>Closed</b>	Commercial Director
PB229	<b>Chairman’s Report</b> Chris Hopson’s positive comments to be fed back to staff	BD/13/05/18	May 2013	June 2013	Chris Hopson’s comments have been fed back to the staff via intheweek and @RUHBath. <b>Closed</b>	Commercial Director