Royal United Hospitals Bath
NHS Foundation Trust

Agenda Item: 5

ACTION LIST - BOARD OF DIRECTORS MEETING IN PUBLIC
WEDNESDAY 22 NOVEMBER 2017

Action No	Details	Agenda Item No	First Raised	Action by	Progress Update & Status	Lead
PB526	**Workforce Race Equality Standard and Action Plan** Update report to be presented in December.	BD/17/06/14	June 2017	Dec 2017		Acting Director of People
PB531	**Patient Story: Clostridium Difficile** The Director of Finance will look into options with the hospital TV supplier about cost of TV rental for long stay patients	BD/17/09/06	Sept 2017	Dec 2017		Director of Finance
PB534	**Declarations of Interest Policy** Policy be made clearer around IR37 declarations and the Board of Directors Secretary will write some words to add to the policy and check them with Moira Brennan, Non-Executive Director.	BD/17/09/24	Sept 2017	Nov 2017	Wording has been agreed with MB, and the policy finalized and published. **Closed**	Board of Directors Secretary
PB535	**Patient Story** Provide an update to the Board in six months' time on the progress.	BD/17/10/06	Oct 2017	Apr 2018		Deputy Director of Nursing & Midwifery
PB536	**Quality Report** Provide an update at the next meeting on a development opportunity to improve the response rate for FFT on Mary Ward through Executive performance reviews.	BD/17/10/07	Oct 2017	Nov 2017	FFT on Mary ward improved for November. The 4 touchpoints make collection challenging, although work continues to improve the response rate and is being monitored through the operational performance reviews. Head of Nursing and Midwifery reviews	Deputy Director of Nursing & Midwifery

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					friends and family data in conjunction with other initiatives such as in your shoes focus groups, matron questionnaires and the new maternity experience email to support an overview of maternity experience. **Closed**	
PB537	**Quality Strategy** Review the document so targets had a dynamic element. For example where the report noted "a 10% reduction in falls" – he would like to see "a minimum reduction of 10% of falls".	BD/17/10/08	Oct 2017	Nov 2017	Amendments made. **Closed**	Deputy Director of Nursing & Midwifery
PB538	**Quality Strategy** Review page 24 of the document to correct that there the Trust had one freedom to speak up guardian and a series of champions rather than a number of freedom to speak up guardians.	BD/17/10/08	Oct 2017	Nov 2017	Amendments made. **Closed**	Deputy Director of Nursing & Midwifery
PB539	**Quality Strategy** Revise the introduction as the Francis Report is no longer 'recent'.	BD/17/10/08	Oct 2017	Nov 2017	Amendments made. **Closed**	Deputy Director of Nursing & Midwifery
PB540	**Quality Strategy** Update the Board on the approach to staff assurance throughout the process of developing the Strategy at the next meeting.	BD/17/10/08	Oct 2017	Nov 2017	Revised strategy now includes the current patient safety priorities and executive sponsored priorities and draws together the Trusts approach to quality improvement, which	Deputy Director of Nursing & Midwifery

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					staff have fed back supports them driving improvements to deliver quality care. The development of the next quality strategy will be driven through Quality Board. **Closed**	
PB541	**Quality Strategy** Quality Board to look at the new strategy in 2018.	BD/17/10/08	Oct 2017	Nov 2017	Development of the next quality strategy will be added to the 2018 work-plan for quality board. **Closed**	Deputy Director of Nursing & Midwifery
PB542	**Six Monthly Nursing Workforce Report** Author of the report to use words instead of 'greater than' and 'less than' signs in future reports.	BD/17/10/09	Oct 2017	Nov 2017	Required changes to future reports fed back to the author. **Closed**	Deputy Director of Nursing & Midwifery
PB543	**Infection Prevention and Control Arrangement and Strategy** Include more local issues (such as legionella) to page 21 of the report.	BD/17/10/10	Oct 2017	Nov 2017	Page 21 refers to national targets. The inclusion of Legionella as one of the strategy aims has been reviewed by the infection control team but had not been included due to a robust policy and water safety plan being in place alongside effective reporting mechanisms. **Closed**	Deputy Director of Nursing & Midwifery
PB544	**Infection Prevention and Control Arrangement and Strategy** Refine the aims to read "aim to continue to reduce…" and also include specific targets for	BD/17/10/10	Oct 2017	Nov 2017	Amendments made. **Closed**	Deputy Director of Nursing & Midwifery

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	infections.					
PB545	**Learning from Deaths Policy and Update** Redefine the last Trust bullet within section 8 relating to whether the Trust can do a random sample of those deaths not identified within the mix base.	BD/17/10/11	Oct 2017	Nov 2017	The policy includes the correct text. **Closed**	Medical Director
PB546	**Learning from Deaths Policy and Update** Look into whether there will be an external review of learning from deaths.	BD/17/10/11	Oct 2017	Nov 2017	The Trust would be open and supportive of external review, if and when it becomes part of the programme. **Closed**	Medical Director
PB457	**Operational Performance Report** Express the concerns regarding DTOCs to Somerset CCG.	BD/17/10/12	Oct 2017	Nov 2017	Meeting with CCG Accountable Officer arranged to raise DTOC concerns. **Closed**	Chief Executive