



Committee/Group 'Triple A' Chair's Report

Name of Committee/Group	Quality Committee	Reporting to:	Trust Board
Date of the meeting:	18 February 2021	Parent Committee:	
Chair:	Terry Jones	Quorate (Y/N)	Y

Agenda Item:	RAG	Key Points	Actions Required	Action Lead	Expected Date for Completion
Review of the Complaints Management Process: Terms of Reference		<p>The Committee discussed and approved the Terms of Reference for the Review, subject to minor amendment.</p> <p>The Committee noted the intended Lead for the Review is currently on unexpected leave.</p> <p>The Committee stressed the importance of this and the requirement for the final report to be presented at the Quality Committee in March 2021.</p>	<p>Agree an alternative Review Lead.</p> <p>The final report to be presented to the Quality Committee in March 2021.</p>	<p>LB</p> <p>TBC</p>	<p>Completed</p> <p>March 2021</p>
Datix CloudIQ Review		<p>In January 2021, the Committee requested a deep dive review into the delay in implementing all modules to include a review of the contract.</p> <p>The Committee noted the Terms of Reference are currently in draft and the absence of timescales for completion.</p>	<p>Terms of Reference to be finalised and approved.</p> <p>An update on progress to be provided to the March Quality Committee</p>	<p>NB</p> <p>NB</p>	<p>Immediate</p> <p>March 2021</p>

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		The Committee requested that the procurement process be included in the review.			
Pharmacy Aseptic Unit		<p>The Committee discussed and noted the Terms of Reference relating to the move from the Aseptic Unit on CCC-W to the unit at CCC-L.</p> <p>The Committee received an update on the emerging operational and clinical issues reported at the January Committee. No patient harm has been identified to date.</p> <p>The matter has been reported as a Serious Incident due to the number of patients involved.</p> <p>The Committee discussed and noted the mitigations in place.</p>	<p>The final report on this aspect of the review to be presented at the Quality Committee in March 2021.</p> <p>Progress report to the Quality Committee monthly until the Serious Incident Report has been completed.</p>	<p>TP</p> <p>SK/JSp</p>	<p>March 2021</p> <p>March 2021</p>
Progress Report on Medication Incidents		<p>The Committee welcomed the update on individual incidents and noted actions that had been completed.</p> <p>The Committee requested that the report remains on the agenda but the next re-iteration highlights trends and themes.</p>	Updated report illustrating trends and themes to the next Quality Committee.	JMC	March 2021

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Serious Incident Summary Reports		<p>The Committee discussed and welcomed two summary reports detailing the findings of two Serious Incident reports.</p> <p>The Committee requested that trend analysis and triangulation with complaints and litigation be presented in future reports.</p>	Develop trend analysis and triangulation report.	NB	April 2021
Significant Accidental or Unintended Exposures (SAUE) Under IRMER Guidance		<p>The Committee, in its Chair report to Board in January alerted the Board to the number of IRMER reportable incidents reported in December and subsequently requested a summary report of the incidents.</p> <p>The Committee received and discussed the summary report and was reassured in relation to the numbers and requirements to report.</p>	The Committee was satisfied to continue monitoring the incidents via the Integrated Performance Report.	HG	Monthly.

	ALERT the Committee on areas of non-compliance or matters that need addressing urgently
	ADVISE the Committee on any on-going monitoring where an update has been provided to the sub-committee and any new developments that will need to be communicated or included in operational delivery
	ASSURE the Committee on any areas of assurance that the Committee/Group has received