**MEME Meeting**

**Meeting held on: Monday 20th September 2021 (via MS Teams)**

**ACTION SHEET**

|  |  |  |  |  |  |  |
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| **ACTION NUMBER** | **ACTIONS** | | **ACTION BY** | **DATE TO ACHIEVE OR UPDATE** | **DATE**  **COMPLETE** | **NOTES/COMMENTS** |
| 1 | **Apologies** | |  |  |  |  |
| 1.1 | Apologies given by chair | | JM |  | 20.09.2021 |  |
| **2** | **Actions from previous meeting** | |  |  |  |  |
| 2.1 | Actions agreed and completed actions closed | | ALL |  | 20.09.2021 |  |
| **3** | **Training Compliance** | |  |  |  |  |
| 3.1 | Difficulties with ESR. Awaiting programme updates and fixes. | | AM |  | 20.09.2021 |  |
| **4** | **Review of EBME Contract KPI** | |  |  |  |  |
| 4.1 | KPI current percentage 99% - Avensys service and repair at 58%  Improvements on last months. AM to update monthly  Items are not being presented for maintenance as they can’t be found be located. If medical device is broken please ask staff to leave it in situ and not place them in corridors | | AM |  |  |  |
| **5** | **Review of Work Programme** | |  |  |  |  |
| 5.1 | Work program ongoing – Verbal discussion | |  |  |  |  |
| **6** | **Replacement Programme Update** | |  |  |  |  |
| 6.1 | Business case presented for replacement programme next 5 years. JM to take to case CIG in October 21 | | JM |  |  |  |
| 6.2 | KW raised that immobilisation devices are not currently included within MEME remit. KW to assess when replacement is required and paper will be required for CIG to obtain replacement funding | | KW |  |  |  |
| **7** | **Cases for New or Replacement Equipment** | |  |  |  |  |
| 7.1 | Cases not yet completed for Paxman scalp coolers and Laryngoscopes. Scopes have been trailed and preferred equipment has been decided on  Cases to be presented to October MEME or Via email if ready in advance FC/RL | | FC/RL |  |  |  |
| **8** | **Cyber Security** | |  |  |  |  |
| 8.1 | Cyber security – developments are in place to make improvements to the system. Currently in learning stages for evaluation, updates within 4-6 weeks | |  |  |  | 20.09.21 - Report due Nov - Update given implementation of Cyber vault |
| **9** | **RFID Update** | |  |  |  |  |
| 9.1 | Multiple options being explored and companies providing demos of solutions through September and October - FOI | |  |  |  |  |
| **10** | **Any Other Business – AOB** | |  |  |  |  |
| 10.1 | A vital signs monitor left outpatients to go with community staff this hasn’t returned and now community staff are stating that they do not have the machine. RL/AM to catch up with ward manager for clarity | |  |  |  | 20.09.21 - AM to produce develop loaning equipment process. To be brought to the next MEME |
| 10.2 | Macerator drug fridges are due to be serviced. Costs for servicing to go through MAC. Servicing cost should have been picked up on the move to CCCL. Paper is needed to go to finance as the cost pressure is unavoidable | |  |  |  | 20.09.21 - Paper has been presented and accepted to finance committee funding agreed |
| 10.3 | SECA devices – Pilot of integration of device on floor 6 of CCCL to being in October. DC to update MEME October  Likely to be additional cost for licensing | | DC |  |  |  |
| **11** | **Triple A Report** | |  |  |  |  |
| 11.1 | September 2021 Triple A | |  |  |  |  |
|  | **Present:**  MASSEY, Julie  ELLIOTT, Emma  WOODS, Kieran  LACEY Richard  Croft, David  Dalton, James  Williamson, Tom | **Apologies:**  Pilkington Richard MARSLAND, Anthony  DRANE, Pauline PURSLOW, Helen  BAGLEY, Louise  Courtnell, Fiona | | **Date and time of next meeting:**  15th October 2021  11:00 – 12:00  MS Teams | |

**Completed Actions**

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