



Committee/Group 'Triple A' Chair's Report

Name of Committee/Group	Quality Committee	Reporting to:	Trust Board
Date of the meeting:	19 November 2020	Parent Committee:	
Chair:	Terry Jones	Quorate (Y/N)	Y

Agenda Item:	RAG	Key Points	Actions Required	Action Lead	Expected Date for Completion
Quality Committee Risk Register		<p>The previous Chair's report alerted the Board to the ongoing work that is required to ensure the Trust has a robust risk register.</p> <p>The Committee discussed the risk register highlighting the work that is still required to ensure the correct risks are aligned to the correct Committee and that any updates on the system are pulled through to the reports.</p> <p>The Committee noted that Directorate risk registers are now discussed at the Directorate Performance Review meetings.</p> <p>The Committee acknowledged the progress made but noted there is still work to be completed.</p>	The ongoing work has been remitted to the Risk Management Committee; the next meeting will take place on 6 January 2021.	SL	January 2021
Digital Programme Board Chair's Report		The Committee discussed the limited progress from LUHFT IT department on agreed actions which are causing delays	The issue is currently escalated via the weekly Operational meeting with LUHFT and will be escalated in the event lack of	SB	January 2021

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		<p>to the Haemato-Oncology Inpatient Meditech on-boarding project.</p> <p>The Committee highlighted the potential clinical risk associated with ongoing delays.</p>	<p>progression continues.</p> <p>The Committee requested an update report for the January Committee.</p>		
Progress Report on Rapid Action Task and Finish Group for In Patient Medicines.		<p>The Committee discussed the findings of the Task and Finish Group relating to drugs being prescribed but not reaching the Electronic Medicines Administration Record (eMAR) in Meditech which is the primary reference source nurses rely on.</p> <p>Although the Committee recognised the actions completed, the Committee did not have full assurance and requested this issue to remain on the agenda.</p>	Ongoing agenda item for the Committee.	HC	January 2021.
Serious Incidents		<p>The Committee received and discussed a Serious Incident whereby a patient experience difficulty in swallowing. Oral medication was not provided resulting in deterioration in the patient's condition.</p> <p>The Committee noted there were a number of opportunities for the lack of medication to be picked up and escalated.</p> <p>The Committee discussed the key issues in relation to the lack of a succinct Policy for the Management of Acute Dysphagia and requested sight of the pathway for management of Dysphagia to the January Committee.</p>	Management of Dysphagia Pathway to the January Committee	SL	January 2021

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Integrated Performance Report: Out of Date Policies		The Committee noted 94% of Trust Policies currently in date noting that a review is currently taking place of the number of policies and whether they are all applicable.	Outcome of the review to the January Committee.	AW	January 2021
Review of Complaints Process: Progress Report		The Committee received an update on the review of the Complaint process and noted the continuing action plan.	Ongoing. Quarter 3 Complaint Report to be presented at the January Committee.	SL	January 2021.
Quality Committee Terms of Reference		The Committee approved the revised Terms of Reference subject to minor additions.	Terms of Reference to be presented to the Trust Board for final approval.	AW	November 2020

	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