

**Quality Improvement Group Meeting (QIG)
Friday 9th August 2019,
10am – 12md,
Meeting Room 1, Strathbrock Centre**

No	Actions	Action By
	Present	
	Jayne Crow, Clinical Lead, LD MCN (Chair) Derek Phillips, Director Regional WF Planning, SEAT Marion Kimber, Lead Nurse, NHS Borders Caroline Gill, Head of Nursing LD, NHS Forth Valley	JC DP MK CG
	Apologies	
	Lucie McAnespie, Acting Speech and Language Manager Heather Duff, Project Manager HEF, SEAT John Toland, Lead Nurse, NHS Fife Stuart Bachelor, Senior Nurse, NHS Forth Valley Duncan McIntyre, Social Work, Mid Lothian Karen Lee, LD MCN Project Administrator, SEAT Fraser Ross, For John Toland, NHS Fife Ginny Avery, Clinical Psychologist, NHS Forth Valley Tracy Goodfellow, SPBS Team, NHS Lothian	LMc HD JT SB DMc KL FR GA TG
1.	Welcome and Apologies	
	Jayne welcomed members to the meeting and noted the apologies received. Given the low attendance for this meeting Derek agreed to liaise with Karen to email out membership to confirm attendance at the next meeting.	DP/KL
2.	Minutes of Previous Meeting : 17th May 2019	
	Minutes from 17 th May were agreed as an accurate record of the meeting and actions were captured on the Action Tracker. Jayne noted that any updates etc will be picked up on the agenda.	
3.	Matters Arising	
	Marion noted that she was still awaiting a response from the Burdett Trust submission and would inform the group once a response had been received. Jayne noted that there had been a number of submissions on a similar basis but that the Borders submission had been of a very high quality and stood every chance of success. Caroline circulated copies of the Patient Feedback questionnaire used by Loch View as agreed at the last meeting. Derek agreed to follow up with Karen and to put examples from various services/units onto the LD MCN website as examples of good practice that other could learn from.	DP
4.	HEF Framework Update	
	Derek and Caroline provided brief feedback. Derek noted that there were two priorities for Heather prior to the end of her contract; role out of the new version of the HEF tool and collation and analysis of the HEF data.	

	<p>On the first point Caroline confirmed that the new version of the HEF has been successfully implemented in all the MCN boards. The HEF Reference Group is monitoring implementation.</p> <p>Derek advised that he has had a meeting with ISD who are still able to support the analysis of the HEF data. He confirmed that before her departure Heather had downloaded the HEF data for all the MCN boards, using the aggregation tool, and had carried out a detailed quality check. Derek had sent this anonymised data to ISD data analyst who had carried out a second quality review of the data and she had identified a few minor issues which require clarification/agreement on how they were addressed. Derek will seek HEF Reference Group guidance on these issues and how they can best be addressed.</p> <p>Derek also advised that he had agreed with ISD that we adopt a staged approach to the data analysis, starting with a high level of analysis to identify key outcomes and findings before drilling down to individual team level analysis. By adopting this approach we can develop our understanding of the data and agree the type of analysis that is possible or desirable.</p> <p>Derek confirmed he is happy to work closely with ISD and the HEF Reference Group beyond his time as MCN Manager in order to ensure continuity and that the analysis is completed.</p> <p>Jayne also confirmed that the HEF Reference Group will continue as a sub group within the MCN to support boards with ongoing HEF developments.</p>	<p>DP</p>
<p>5.</p>	<p>Review of Priorities</p>	
	<p>5.1 PBS – Level 9 Training</p> <p>Jayne informed the group that the MCN had been informed only late on Tuesday 6th of Napier’s unilateral decision to cancel the PBS Level 9 course. This was a complete surprise to the MCN, indeed Napier had been in touch with participants on the morning of the 6th to confirm term dates etc. There had been neither contact nor discussion with the MCN prior to Napier’s decision to cancel. There had only been sketchy information from Napier as to why the course had been cancelled and despite our best efforts both she and Derek had been unable to get any formal written communication from Napier on the reasons why this had happened.</p> <p>Everyone at the meeting was very disappointed by the decision by Napier to cancel the course and the manner in which it had been carried out. Jayne and Derek will continue to pursue Napier for written reasons as to why the course had been cancelled at short notice and are seeking a face to face meeting asap to discuss the impact of their decision. Derek will update QIG members once a written response has been received.</p> <p>Jayne confirmed that the MCN will seek an alternative provided for the PBS training that the MCN will fund this up to the same level of the Napier course if required.</p> <p>5.2 In-Patient Standards</p> <p>Jayne confirmed that the arrangements for the RCoPsych Inpatient Standards work has been progressing well and all the in-patient units are now fully ‘signed up’ and dates are agreed to commence the preparatory work. The MCN has also established a MCN Inpatients Standards Group and dates have been agreed for future meetings. The meetings will rotate across the units.</p> <p>Jayne also confirmed that there has been interest from units to attend the</p>	<p>DP</p> <p>JC</p>

	<p>college Peer Review Training. The training is free but is held in central London. Derek confirmed that the MCN will provide support for individuals wishing to attend the training as part of the implementation plan for the In Patient Standards project. The proposal is that the MCN make a contribution of £100 per individual towards travel costs.</p> <p>Marion asked if the borders, although not having an in-patient unit, could send an individual on the training. Jayne confirmed that this should be ok but that she would need to confirm once she has checked out.</p> <p>5.3 User Engagement Jayne and/or Claire Smyth will follow up with Stella and Lucy about ongoing discussions re User Engagement from the L&D Group.</p> <p>Jayne noted that there had also been some interest expressed in using the format and design of the Questionnaires used in the Doctor Revalidation process with other teams within the region. There had been interest from the community Team in the SW Edinburgh for example. Jayne will follow up.</p> <p>5.4 Doctor Revalidation Jayne updated the group on the Doctor Revalidation exercise. She distributed the high level analysis of the responses received. The pattern of response is similar to previous years. Individual feedback will be sent to each doctor. Derek noted that individual feedback noted in the free text box has been scanned and will also be distributed. The vast majority of feedback is very positive.</p> <p>Jayne acknowledged that if other teams wish to adopt a similar approach then the methodology and excel analysis tool are readily available to teams. However teams would have to administer the exercise themselves although the MCN could make the Freepost service available to teams. If anyone is interested then please contact Jayne or Karen.</p>	<p>DP</p> <p>JC</p> <p>JC/CS</p> <p>JC/KL</p> <p>JC / KL</p>
6.	MCN Updates	
	<p>6.1 Recruitment Update Derek confirmed that Chris Davis has started in the PBS Project Manager post and is working 2 days a week with the MCN.</p> <p>Derek confirmed that Kate MacDonald has been appointed to the MCN Manager role and commences work on the w/b 23rd September. Kate will be working 2 days a week. Kate comes with a wealth of experience as a MCN Manager.</p> <p>Jayne suggested that Kate and Chris will arrange meetings with key stakeholders over the coming months to introduce themselves and identify board priorities for the MCN.</p> <p>Derek also confirmed that Jayne has extended her MCN Clinical Lead role for another 2 years.</p> <p>6.2 Newsletter Contributions Jayne advised that the next edition of the MCN Newsletter is almost complete and will be published in late August. However we are still keen to collect contributions highlighting User Engagement good news stories from across the region. Caroline agreed to chase up contribution from FV and Marion will see if there is existing article that could be used re their Citizens Panels.</p> <p>6.3 LD MCN Website Jayne noted that a link to the website has been sent out to all the members of the MCN groups asking for views and feedback. Derek reminded colleagues that</p>	<p>CG/MK</p>

	<p>the website will evolve but it is dependent upon everyone within the region to contribute with content, ideas, etc to make it contemporary and of value.</p> <p>Colleagues asked if the website could have a section where resources for sharing best practice could be hosted. This would enable MCN member to post any materials, resources, etc that they think would be of value for others and would be downloadable and amendable to make them suitable for local use. Derek agreed to pick up with Karen.</p> <p>6.4 Draft MCN Work plan Jayne noted that the Workplan has been shared with a variety of stakeholders and is now available on the website. An Easy Read version needs to be developed.</p> <p>Jayne suggested that the MCN needs to review the process for how to develop the workplan and the need to engage with boards earlier in its development. Jayne will pick up with Kate once she has started.</p> <p>6.5 National Forensic Network Recommendations Update Jayne informed the group that she had spoken to Jana De Villiers on this topic. However there is no further update on the report that went to Chief Executives.</p> <p>6.6 Forth Valley Female In-Patient Bed Placements Discussion are ongoing, as summarised in previous meetings, and Caroline informed the group that FV are still considering 3 options:</p> <ul style="list-style-type: none"> - Open a 4 bedded House - Use 2 beds within and existing 4 bedded ward area - Status Quo with patient remaining with current provider <p>FV continue to review the options but financial risk is a concern. They are also waiting to see outcomes of ongoing national discussions to see if any funding becomes available which might reduce FV financial exposure.</p> <p>6.7 QI Board Updates There continues to be interest in Quality Improvement approach and methodologies following the QI seminar. There appears to be growing interest in QI training and it was agreed that the MCN should consider delivering more QI type events. Derek to pick up with Claire and to add to L&D Group agenda.</p>	<p>DP</p> <p>JC</p> <p>JC</p> <p>DP</p>
7.	<p>Regional Dedicated Support – ISD/List Derek noted that the previous ISD contact Andrew Lee had left this role and that the Region has been allocated a new contact. Derek agreed to follow the previous discussion up with the new ISD contact.</p>	DP
8.	<p>Group Membership and Terms of Reference It was agreed that Derek would ask Karen to remind QIG members of future meeting dates and ask for confirmations of attendance.</p> <p>Jayne noted that the group needs a Psychiatry rep, another AHP (Physio or OT) rep and active social work representation. Jayne would seek further representatives.</p>	<p>DP</p> <p>JC</p>
8.	<p>AOCB</p>	
	<p>No further business was noted.</p>	
9.	<p>Dates of Future Meetings</p>	
	<p>4th October 10.00 - 12.00 Tbc, Strathbrock</p>	