

**Quality Improvement Group Meeting (QIG)
Friday 17th May 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 Ginny Avery, Clinical Psychologist, NHS Forth Valley Tracy Goodfellow, SPBS Team, NHS Lothian Marion Kimber, Lead Nurse, NHS Borders Fraser Ross, For John Toland, NHS Fife Caroline Gill, Head of Nursing LD, NHS Forth Valley Karen Lee, LD MCN Project Administrator, SEAT	JC DP GA TG MK FR CG KL
	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	LMc HD JT SB DMc
1.	Welcome and Apologies	
	Jayne welcomed members to the meeting and noted the apologies received. Jayne agreed to follow up Medical Representation.	JC
2.	Minutes of Previous Meeting : 29th January 2019	
	<p>Minutes from 29th January were agreed as an accurate record of the meeting and actions were captured on the Action Tracker.</p> <p>It was agreed for the Action Tracker to be discussed at the beginning of this group going forward. Actions were discussed and Karen agreed to update the status of actions to reflect today's discussions.</p> <p>Jayne noted that with regard to In-Patient Standards, Peer support contacts have been made and that a small group is forming and will meet on a rotational basis. The first meeting date of this group is tbc. Caroline agreed to circulate the Forth Valley questionnaire to the group for information.</p> <p>It was agreed that Resources to be considered for inclusion on the Website would be discussed at the next meeting of this group in August 2019.</p> <p>With regard to the 2019 – 2021 Work Plan an updated version was circulated prior to today's meeting and this will be tabled at the forthcoming ERPB and the SMT following this. The Work Plan will be discussed further under Item 6.6.</p>	JC KL JC CG All

3.	Matters Arising	
	<p>3.1 ISD / LIST Meeting 7th December Update</p> <p>Derek advised that he has followed up discussion around SCLD data with Andrew Lee. He also noted that the Scottish Government meet to discuss this data and that an LD representative will be invited to attend. Derek agreed to follow up this invitation with Andrew. It was noted that this data also contains SMR1 and Community Pharmacy.</p> <p>Action : Derek Phillips</p> <p>With regard to potential pilot site, Jayne noted that NHS England researchers are using data based on GP records system. This captures ½ of the patient group but England are doing the best with the data that they have and it was agreed that the MCN should adopt a similar approach. The Scottish Observatory also recently presented around their previous work and noted that there will be changes going forward, no indication as to what these changes will be were given. Jayne agreed to follow up what they are planning and feedback to the group.</p> <p>Action : Jayne Crow</p> <p>Derek noted that we need to agree the change in scope for data with Scottish Government and that it would be possible to commission Andrew to do Regional and Board area data scoping. Jayne noted that the Observatory have access to a larger dataset and there would be an opportunity to link with them through the new Clinical Director, Craig Melbourne. Jayne will contact the Observatory regarding their new priorities and note that we have access to ISD support to enable National data collection.</p> <p>Action : Jayne Crow</p>	<p>DP</p> <p>JC</p> <p>JC</p>
4.	HEF Framework Update	
	<p>4.1 Update on Progress</p> <p>Heather circulated an update paper prior to today's meeting. Caroline advised that she is now the Chair of the HEF Reference Group and that there are 2 main areas for focus – the role out of the new HEF and gathering ISD data for analysis. Caroline also noted that there is concern from the HEF Reference Group regarding the Project Manager role coming to an end in June 2019. Derek advised that the role has been budgeted to June 2019 and that there is little flexibility regarding any additional finances. Both of these areas were scheduled to complete by December / January. He also noted that Heather has been asked to pull together a paper showing the outstanding elements, what cannot be completed without her lead and to specify exactly what we are asking ISD for. Heather will bring this document to the HEF Reference group meeting on 22nd May for discussion. It was always the intention to transfer HEF to local support in Boards and until a scheduled plan is available it is difficult to take an accurate view. It was noted that a potential option would be for Lothian to cross charge for some of Heathers time to complete identified HEF work, but this would be dependent on the flexibility of her line manager. This will all be discussed fully at the HEF meeting.</p> <p>Action : Derek Phillips / Caroline Gill / Heather Duff</p>	<p>DP / CG / HD</p>
5.	Review of Priorities	
	<p>5.1 PBS – Level 9 Training</p> <p>Jayne informed the group that information around the PG certificate training had been circulated and that the course is planned to start in September. The MCN are funding 20 places, with a maximum of 25 places available, and the first phase of training will be available to the MCN only. Napier plan to roll out this 18 month training on an annual basis and this will provide potential for areas to undertake a staged approach. It was noted that there have been no nominations from NHS Fife colleagues as yet and Fraser agreed to follow this up.</p> <p>Action : Fraser Ross</p>	<p>FR</p>

The deadline for nominations is 3rd June 2019 and the MCN will ensure allocation is provided in rational regional method.

Marion noted, as well as the 2 nominations submitted, that the Borders have a Community OT interested in attending the course. It was advised that this will be a multi-disciplinary course and that Napier are also planning to run stand alone courses throughout the year. Marion noted that this member of staff is the only OT in service and that attending this course may cause a negative time factor. Marion agreed to decide whether to nominate this member of staff.

Action : Marion Kimber

MK

It was also recorded that the REH Brain Injury Unit have shown interest in this course, however as these staff are not LD specific, places could not be offered. James Boyle is taking forward PBS training in REH. The MCN note that there is interest in this training, from outside the LD service, and would be happy to share the outcomes.

Action : All

All

Jayne also noted that CAMHs held an event recently and that the service are progressing a Life Span Approach and that the MCN are holding interviews for the PBS Project Manager this afternoon.

5.2 In-Patient Standards

Jayne advised that, following some initial hold up with finance colleagues, the MCN are being included in the Royal College Accreditation process. Starter forms are awaited from Lothian colleagues and this is holding up the process as a whole.

Fraser advised that Daleview and Levendale currently feed into the Forensic process.

5.3 User Engagement & Doctor Revalidation

Jayne advised that there has been discussion held at the recent Learning & Development Group around Service User Involvement and that this will be a significant piece of work. Jayne and Claire Smyth are in the process of drafting an accessible summary of the Work Plan to take along to regional service user/carer groups to ask, in a structured way, what they would like the MCN to provide. A proactive approach is needed to undertake this and the inclusion of Services users for the CSW course was noted as a potential option going forward.

Action : Jayne Crow / Claire Smyth

JC / CS

Fraser advised that a good example of this done recently in Fife would be Acute Liaison Staff and Complex Adolescence. Jayne noted that a QI methodology would be needed also. The group agreed that a common use tool for feedback would be beneficial and looking at the outcomes would link with person centred care. It was also agreed that a separate event for service users, carers and parents should be considered, with MDT input, and that there are 3 levels of LD Feedback : In-patient, Acute and Community.

5.4 Doctor Revalidation

Jayne noted that this process is running currently and that data analysis will be carried out over the Summer 2019. There have been issues with finance colleagues regarding non processing of payment to Royal Mail mid project. We are hopeful that this has now been rectified, however it may have resulted in the returns received being delayed. A deadline for returns has been set to 31st May 2019 and a report will be produced following this date.

Action : Jayne Crow / Karen Lee

JC / KL

6.	MCN Updates	
	<p>6.1 Recruitment Update It was noted that interviews are being held this afternoon for the PBS Project Manager role and that interviews for the MCN Network Manager post will be held on the 23rd May. Jayne also advised that Elaine Kwiatek's Staff Bank post will be coming to an end this month.</p> <p>6.2 Newsletter Contributions Jayne advised that the next edition of the MCN Newsletter is due to be published in late August and that all sections have been allocated.</p> <p>Members agreed to forward any articles for inclusion in this Winter edition. Action : All</p> <p>6.3 LD MCN Website The new LD MCN Website is developing well and will go live in June 2019, for a limited audience, with a formal launch following this. There are a few uploads outstanding but will be complete by the end of May. This site will be the main vehicle of communication for the MCN. It is planned that the site will also be used as an Event booking system, with Event Brite and that work around this is ongoing.</p> <p>Derek noted that the framework is all set up and that it will be up to Boards how to utilise this resource. The group agreed that consideration should be given to a Board Area section. The group agreed to forward any relevant links, documents, LD week activities and videos for consideration to Karen. Action : All / Karen Lee</p> <p>6.4 Draft MCN Work plan Draft Work Plan was circulated prior to today's meeting and Jayne advised that this version is being tabled at the East Region Programme Board this month. This document covers current, long standing commitments and keys to life. This version is still to be approved by the SMT and will be tabled at the next group meeting, which will follow the ERPB. Each section was discussed and it was noted that Parenting was highlighted as a key objective within the Keys to Life recommendations and that there is scope to link with the CAMHs LD Network.</p> <p>It was also noted that better links could be made with Cancer and Screening teams, who have existing active links with Napier and that the Palliative Care team have asked to link in with the MCN.</p> <p>Marion advised that she will be submitting a bid for funding through the Burdett Trust on behalf of the MCN for a Project Manager Role and it was noted that LD deaths could be a potential role for this post. Jayne agreed to source what the Observatory have planned in relation to submitting bids. It was agreed that this would be a major QI process and that regional consideration on improving this should be considered, even if the project manager bid is not successful. Action : Marion Kimber / Jayne Crow</p> <p>Fraser advised that the LD group are reflecting on QI methodology and it was agreed that this should be added to the work plan as an outcome from the QI Seminar. Action : Jayne Crow</p> <p>6.5 National Forensic Network Recommendations Update Jayne informed the group that she continues to monitor the position but there is no further update.</p>	<p>All</p> <p>All / KL</p> <p>MK</p> <p>JC</p> <p>JC</p>

	<p>6.6 Forth Valley Female In-Patient Bed Placements Caroline informed the group that Lochview House will potentially be re-opening and that there will be a Panorama programme aired next week. It is planned for a close 4 bedded unit with potential to sell beds to other Health Board areas. This unit has a cost of around £1.5 million. Jayne noted that there is potential to utilise this facility as a regional unit with shared and agreed funds / finance, which would mimic the procedure used for Daleview. Buy in from each Board area would be required to progress this option and Jayne noted that Scott Taylor is unclear at present whether Lothian would be willing to buy into this. Derek had spoken with Jan McClean and she agrees that all boards would be required to sign up to this in order for it to meet the criteria of a Regional Unit. It was also noted that a risk sharing model would have to be out in place and that should other beds be included in the Lothian plan, all of these beds would also need to be a regional resource. Caroline agreed to have a discussion with Scott Taylor. Action : Caroline Gill</p> <p>The group agreed that we need to be clear around wants and needs for both Forth Valley and other Board areas. This was noted as a good opportunity, has genuine potential and is a real gap in service. It was queried how discussions have been fed back and Jayne advised that Forth Valley are leading on this and that they approached her as Clinical Lead for the MCN. Derek advised that the regional team are trying to re-establish the regional Directors of Planning and Directors of Finance meetings where this type of discussion should be taken to be considered at Director level. It was agreed that current out of area placement data for each area would be useful and Fraser and Marion agreed to feed this information back to Jayne. Action : Fraser Ross / Marion Kimber</p> <p>6.7 QI Seminar Jayne informed the group that she is in regular communication with the local QI group and she will be the link between them and this group to enable information to be shared. It was agreed to have QI as a standing agenda item to ensure feedback from the QI group and regional feedback from this group. Action : Karen Lee</p> <p>It was also noted that there are good educational resources available i.e. LearnPro and NES. Shared language and structure, with support mechanisms are needed and the MCN could utilise the growing expertise in local areas. Jayne agreed to add this onto the LD section of the Work plan as well as resource utilisation section. Action : Jayne Crow</p> <p>Fraser noted the shift in trauma services and it was agreed that this would sit under the L&D of the work plan. It was also agreed that KTIM should be added to the Work plan and link with NES drivers. Action : Jayne Crow</p> <p>Derek advised that an assessment of the capacity of the MCN to deliver also needs consideration and that the Work plan delivery will be done with Boards and therefore the more that is added, the greater we will rely on Boards to deliver. It was also noted that, in regard to terminology, Dementia should be changed to Trauma Informed Care. National changes will inform any changes to the work plan structure. Action : Jayne Crow</p>	<p>CG</p> <p>FR / MK</p> <p>KL</p> <p>JC</p> <p>JC</p> <p>JC</p>
7.	<p>Group Membership and Terms of Reference It was agreed that this was covered under earlier discussions.</p>	
8.	<p>AOCB</p>	

	No further business was noted. There was some discussion around altering meeting dates to miss School holidays and it was agreed that the 18 th October date should be changed to the first week in October – Friday 4 th October. Action : Karen Lee	KL						
9.	Dates of Future Meetings							
	<table> <tr> <td>9th August</td> <td>10.00 – 12.00</td> <td>Meeting Room 1, Strathbrock</td> </tr> <tr> <td>4th October</td> <td>10.00 - 12.00</td> <td>Tbc, Strathbrock</td> </tr> </table>	9 th August	10.00 – 12.00	Meeting Room 1, Strathbrock	4 th October	10.00 - 12.00	Tbc, Strathbrock	
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