

**Quality Improvement Group Meeting (QIG)
Tuesday 29th January 2019,
10am – 12md,
Meeting Room 2, Strathbrock Centre**

No	Actions	Action By
1.	Present	
	Derek Phillips, Director Regional WF Planning, SEAT(Chair) 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 Jayne Crow, Clinical Lead, LD MCN Karen Lee, LD MCN Project Administrator, SEAT	DP GA TG MK FR JC 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 Caroline Gill, Head of Nursing LD, NHS Forth Valley Duncan McIntyre, Social Work, Mid Lothian	LMc HD JT SB CG DMc
2.	Minutes of Previous Meeting : 4th September 2018	
	Derek welcomed members to the meeting, noted the apologies received and that Jayne was running late. Minutes from 13 th November 2018 were agreed as an accurate record of the meeting	
3.	Matters Arising	
	3.1 ISD / LIST Meeting 7th December Update Derek advised that he, Jayne and colleagues met with Andrew Lee to discuss the options for ISD / LIST supporting a data analytical resource and databases for the MCN. This meeting was positive however we need to know data by individual (CHI number) and this is difficult as LD diagnoses for individuals is not historically available. Derek circulated a print of recent communication with Andrew for the groups information. To obtain a dataset, to individual level, would take a bit of work and a few years to build. Ginny queried whether there would be any consent issues around this and Derek advised he would take steer from Andrew around this. It was also noted that Coldicot Approval would be needed. It was noted that the Scottish LD Consortium collect data for the Scottish Government and that Derek had sent the link to the December report to Andrew for his information. This data would be an option going forward. Marion noted that this data would be council based and not health, but agreed to check this with Susan Henderson	MK

	<p>Action : Marion Kimber</p> <p>It was also noted that, in regard to a population data set, Board areas use differing systems i.e. TRAK / EMIS. Fraser advised that In-Patient bed census data is easily accessible, however the issues re data are more for the community setting. Derek advised that Andrew is investigating a reliable resource, which will be a medium – long term aim, and agreed to keep this group aware of progress.</p> <p>Action : Derek Phillips</p> <p>It was also noted that going forward it may be an option to pilot this resource for one Board area.</p>	DP
4.	<p>HEF Framework Update</p>	
	<p>4.1 Update on Progress</p> <p>As Heather could not attend today, she provided a written update for the group which was circulated prior to today's meeting. Derek advised that Dave Atkinson has been set a deadline of March 2019 to update the HEF Tool. Work is ongoing with ISD to progress data collection and analysis, the aim is to have all Board data held within one spreadsheet. Data quality assurance for this will be needed. It was also noted that all personal data had been stripped from the original submission however ISD would now like to have this data also and discussions are ongoing around this.</p>	
5.	<p>Review of Priorities</p>	
	<p>5.1 PBS</p> <p>Jayne advised the group that there had been no clear answer from Linda Hume at the last PBS Specialty Group meeting regarding the Level 9 training and that Linda was to take this to the Napier SMT. This training has been agreed however no formal update or agreement has been received. Elaine Kwiatek had noted that she had recently met with Linda and was advised that this was progressing. It was agreed that formal agreement and information is needed from Napier. Jayne agreed to organise a formal meeting with Linda and Napier management colleagues to obtain formal update. Action : Jayne Crow</p> <p>Jayne also advised that Napier are planning to host some Open events for staff potentially undertaking this course, which will allow them the opportunity to obtain information and details around the support available to them etc. Napier have also circulated a questionnaire regarding PBS training gaps and are planning to hold some bitesize CPD dates.</p> <p>5.2 In-Patient Standards</p> <p>Jayne advised that the MCN are hoping to be included in the Royal College Accreditation process however a cost code is awaited from finance department in order to secure this. Marion agreed to follow this up with Janice Cockburn.</p> <p>Action : Marion Kimber</p> <p>Jayne also noted that a Peer Support group, run by Susan Welsh, has been set up in NHS Fife to help us to learn from each other and that going forward a local Peer Support Group could be set up in the future with a moving programme to cover the whole of the region. Jayne agreed to set up an initial meeting with Charge nurses and senior nurses from In-patient units / Boards. Action : Jayne Crow</p> <p>5.3 User Engagement & Doctor Revalidation</p> <p>Jayne advised that an update regarding Service user Group engagement is awaited from Lucy McAnespie and that the Medical Staff Patient Feedback will</p>	<p>JC</p> <p>MK</p> <p>JC</p> <p>JC / KL</p>

	be run in the next month or so. Action : Jayne Crow / Karen Lee	
6.	MCN Updates	
	<p>6.1 Recruitment PBS Regional Project Manager Derek advised that the Job Description for this post is being finalised in the next 2 weeks and will be advertised through NHS Borders and SHOW. This post will on a annual fixed term basis for 2 ½ days per week at Band 7 level. One of the essential criteria for this post will be for individual to currently work clinically in PBS in the region from any discipline. Derek agreed to circulate the advert once it is live. Action : Derek Phillips</p> <p>6.2 Newsletter Contributions Contributions for the next LD MCN Newsletter are needed around celebrating success and the group agreed to forward any relevant content. Action : All</p> <p>Jayne also advised that she will be meeting Claire Smyth on Friday to discuss LD Week preparations i.e. circulating LD Week packs and service user events. In regard to LD Week, Jayne also advised that a blog on twitter for each day is planned, focusing on a different discipline each day. The possibility of a 100 years of LD nursing event was also discussed and it was agreed that Allison Ramsay should be invited to present at this ½ day celebrating success event which will showcase an example from each area / Board. Potential for local press coverage was also discussed and it was agreed that this would help to raise the profile. Members agreed to feedback any ideas to Jayne and Claire. Action : All</p> <p>It was also noted that the logos in regard to 100 years LD nursing and LD Week will be published on the website. Action : Jayne Crow / Karen Lee</p> <p>Jayne also advised that Professor John Starr has recently passed away and that it would be good to showcase some of his work around dementia. Jayne agreed to ask Lothian Service to provide an article for the Newsletter and Derek agreed to search for the Obituary. Action : Jayne Crow / Derek Phillips</p> <p>6.3 LD MCN Website The new LD MCN Website is developing well and is hoped to go live in March 2019, for a limited audience, with launch in May 2019 to coincide with LD Week. 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. Jayne also noted that a Twitter account has been established, LDMCN1.</p> <p>6.4 Mandatory Training – Local, Regional & National re Autism Jayne advised that there is currently training available through Forth Valley and Lothian via LearnPro and that a TURAS format could be drafted. Derek noted that NES are moving to TURAS which has raised confusion in the Boards who have contracts with LearnPro. The group agreed to put this on hold at the moment with a long term aim to have modules available on TURAS, as this will be the platform used by all in the future. Members of the group agreed to look out the original documents, where possible, that were submitted to LernPro and feedback to Jayne and Derek. Action : All</p> <p>Derek also agreed to look out the timescales document he received re moving to TURAS. Action : Derek Phillips</p> <p>6.5 MCN Work plan</p>	<p>DP</p> <p>All</p> <p>All</p> <p>JC / KL</p> <p>JC / DP</p> <p>All</p> <p>DP</p>

