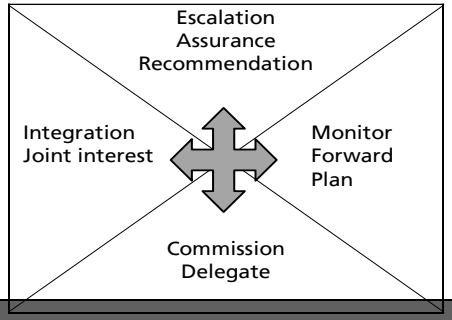
The Queen Elizabeth Hospital NHS
King's Lynn
NHS Foundation Trust

**Chair's Key Issues and Assurance model**

| Committee / Sub-committee | Date | Chair |
|---|---|---|
| **Trust Executive Committee** | **1 October 2013** | **David Stonehouse, Director of Resources** |




| KEY | ✓ | ***Supporting papers – Committee Members will have access to these papers from previous circulations. Paper copies will however be prepared for use at the Board / Committee receiving the CKIs.*** |
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| Agenda Item | Issue and lead officer | Receiving body, e.g. Board, Committee | | Recommendation / Assurance / mandate to receiving body | Papers attached | BAF Ref. |
|---|---|---|---|---|---|---|
| 201/13 | Web Ice Viewer for Pathology Results – Mark Blunt (MBI). | ⇧ | **Board** | **Board to note**<br>Names of staff yet to undertake training to be forwarded to the Clinical Directors. | | |
| 202/13 | Quality Dashboard – FFT – Val Newton (VN) | ⇧ | **Board** | **Board to note**<br>The TEC agreed that we need to learn from comments made on external websites (iWGC and NHS Choices). VN to work with Vee Scott to produce an action plan by early November 2013. | | |
| 202/13 | Quality Dashboard – Serious Incidents – Shirley Munday (SM) | ⇧ | **Board** | **Board to note**<br>A revised policy and procedure to be signed off by the end of November 2013. | | |
| 203/13 | Internal Audit re: Appraisals – David Stonehouse (DS) | ⇧ | **Board** | **Board to note**<br>Ian Vince to discuss with Occupational Health the possibility of carrying out appraisals for some staff who are currently on long-term sick. | | |

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|---|---|---|---|---|---|---|
| 205/13 | Ambulatory Care Pilot Presentation – Geoff Hunnam/Karen Strong (GH/KS) | | **Board** | **Board to note**<br>Presentation deferred to the TEC meeting on 15 October 2013. | | |
| 206/13 | Nurse Staffing Levels – Governance Process – Sharon Beamish (SB)/Cursty Pepper (CP) | | **Board** | **Board to note**<br>SB/CP to look at how we recruit to remaining vacancies. | | |
| 207/13 | Adult & Acute Beds – Sharon Beamish (SB)/Cursty Pepper (CP) | | **Board** | **Board to note**<br>The TEC agreed to move to 32 beds per ward as a maximum, with the exception of Terrington Short Stay.<br>Mark Blunt (MBl) and the Clinical Directors to review how they work and how they could provide senior daily board reviews on their wards, provided barriers are removed to facilitate this i.e. available space for clinics and availability of clinic nurses. Cursty Pepper (CP) to look at what we can do to help the discharge process going forward. | | |