



National Stoma Quality Improvement Group (NSQIG): Task and Finish SLWG

Date: 23 April 2018 (WORKSHOP MEETING)

Venue: Meeting Room 3 NHS National Procurement, 2 Swinhill Avenue Canderside ML9 2QX 9.30 – 12.00

Name	Title	Area
Craig Stewart	Associate Nurse Director & IJB Lead Nurse (Project Chair)	NHS Ayrshire & Arran
Mhairi Hastings	Lead Nurse Community (Deputy Chair)	NHS Dumfries & Galloway
Alice Macleod	Senior Nurse (Project Manager)	NHS National Services :National Procurement
David Thomson	Primary care pharmacy lead representative	NHS Glasgow & Clyde
Mark Potter	Colorectal Surgeon (Chair of Scottish Stoma Forum)	NHS Lothian (VC)
Tracy McMeekin	Stoma Clinical Nurse Specialist: (Chair of Scottish Stoma Nurse Group)	NHS Ayrshire & Arran
Anne Haston	Stoma Advanced Nurse Practitioner	NHS Lothian
Carol Ryan	Colorectal Clinical Nurse Specialist	NHS Tayside
Cathie King	Stoma Clinical Nurse Specialist	NHS Highland (VC)
Karen Whatton	Senior Prescribing Support Nurse	NHS Fife
Dr Emily Kennedy	Prescribing Support Pharmacist	NHS Dumfries & Galloway
Billy Hislop	Procurement Category Manager	NHS National Services: National Procurement
Apologies		
Graeme Bryson	Scottish Pharmacy Practice and Prescribing Advisors Association (SP ₃ AA) Representative	NHS Glasgow & Clyde

These meeting notes reflect the salient points of discussion

Agenda Item	Action Notes
1	CS opened the meeting with round table introductions and noted apologies above Due to problems with VC connectivity both Mark Potter and Cathie King were unable to participate Action : AM to report meeting impact to National VC Conferencing Centre to ensure connectivity for ongoing meetings
2	Minutes and action points from meeting on 23.03.18 approved by SLWG : Action: AM to remove draft and file as pdf approved version
3	Declaration of Interest CS thanked all who have completed and returned DOI. Noted that some DOI to be completed and returned Action AM to send reminder e-mail to complete and return DOI
4	Matters Arising
4.1	Draft template to scope current ostomy user groups Draft circulated and reviewed by SLWG. Agreed that the template is reviewed with draft V0.2 compiled by Stoma CNS present at the meeting. Action AM to amend the questionnaire template v0.2 and send to Tracy McMeekin to circulate to Scottish Stoma Nurse Group to complete and return to AM for analysis
4.2	Baseline analyst report To be provided for future meetings in view of activity required for project planning workshop. Action: AM to contact GB & analyst to prepare baseline analytics for SLWG.
4.3	Communication to Director of Pharmacy Group CS reported that communication SBAR has been sent to DoP Group with copy of Terms of Reference from NSQIG to support engraftment. DoP Group has noted the communication SBAR and ToR.
5.0	Workshop Mhairi Hastings led the workshop meetings aimed to identify tasks and leads to take forward project plan. 2 groups worked on workshops themes: 1. Work Recognition 2. Prioritisation of work 3. Development of work required. Action : Mhairi Hastings will collate workshop activities and feedback to SLWG.
5.0	Next meeting Date May 28 th 2018 Venue: MR 3 Canderside ML9 2QX

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SLWG Meeting Actions: 23.04.18

Agenda Item	Action	Responsible	Timeline	RAG
1	Report VC connectivity problems & meeting impact to National VC Conferencing Centre and ensure connectivity for ongoing meetings	A Macleod		
2	Minutes from 23.03.18 : file as pdf approved version	A Macleod		
3	Send E-mail reminder to complete and return DOI	A Macleod		
4.1	Amendments to ostomy user group questionnaire template v0.2 and send to Tracy McMeekin	A Macleod		
4.1	Amended v 0.2 to be circulate to Scottish Stoma Nurse Group to complete and return to AM for analysis	T McMeekin		
4.1	Analysis of v0.2 questionnaire for next meeting date	A Macleod		
4.2	contact G B & analyst to prepare baseline analytics for SLWG	A Macleod		
5.0	Collation of workshop activities and feedback to SLWG.	M Hastings		
Not complete	Pending	Complete		