

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

Date: 23 May 2018 (WORKSHOP MEETING: Action Notes)

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

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

These meeting notes reflect the salient points of discussion

Agenda Item	Action Notes
1	MH opened the meeting noting above apologies. ADTC engagement activity by GB noted via e-mail
2	Minutes and action points from meeting on 23.04.18 approved by SLWG : Action: AM to remove draft and file as pdf approved version
3	No new declarations of Interest reported from all present
4	Matters Arising
4.1	Ostomy User Group Questionnaire Actions: <ul style="list-style-type: none"> AM to ask CNS from Fife/ Borders & GG&C to complete and return questionnaires. Aim for analysis for 30.06.18 & circulate to SLWG
4.2	Baseline analyst report To be provided for future meetings in view of activity required for project planning workshop. Action: <ul style="list-style-type: none"> AM & GB to progress with analyst
4.3	G.P Representation. Confirmed interest membership of NSQIG from 2 G.P's; CS has agreed that both could be invited to represent East & West Dr James Cowan Firrhill Medical Centre Edinburgh / Dr Gordon Haveron Barns Medical Practice Ayr Copies of ToR / Project Plan sent Action: <ul style="list-style-type: none"> CS & AM to arrange teleconference / webex to discuss process of their involvement in NSQIG
5.0	Workshop
	Mhairi Hastings discussed ideas for improvement from FMEA process Wide discussion around prescribing and formularies with processes yet to be defined. Process mapping exercise performed. Action : AM to collate in spreadsheet & circulate to SLWG SLWG members to review process mapping activity and map against impact assessment positive / negative criteria Mhairi Hastings will collate and share at next meeting
6.0	AOAB AH & VM reported SSNG are developing a stoma website for patients and Health Care Professionals (HCPs). This is supported by NES
5.0	Next meeting Date: 23 July 2018 Meeting Room 3 Canderside

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SLWG Meeting Actions: 23.04.18

Agenda Item	Action	Responsible	Timeline	RAG
2	Approve & file minutes from 23.04.18	A Macleod	06.06.18	
4.1	e-mail reminder to complete & return questionnaire NHS Borders, Fife & GG&C	A Macleod	08.06.18	
4.2	Progress baseline report from analyst	A Macleod/ G. Bryson		
4.3	AM / CS to arrange teleconference / webex with G.P's	C Stewart / A Macleod		
5.0	Complete impact assessment on process mapping activity	SLWG	29.06.18	

Not complete	Pending	Complete
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