

**National Stoma SLWG**

**Date: Monday 12 February 2018**

**Venue: Meeting Room 3 NHS National Procurement, 2 Swinhill Avenue Canderside ML9 2QX**

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 ( <b>WebEx</b> )
Alice Macleod	Senior Nurse ( Project coordinator)	NHS National Services :National Procurement
Mark Potter	Colorectal Surgeon (Chair of Scottish Stoma Forum )	NHS Lothian ( <b>Video Conference</b> )
David Thomson	Pharmacist ( Community Pharmacy Team )	NHS Glasgow & Clyde
Graeme Bryson	Lead Pharmacist Prescribing and Clinical Pharmacy SP <sub>3</sub> AA	( Scottish Pharmacy Prescribing Advisory Association : SP <sub>3</sub> AA )
Anne Haston	Stoma Advanced Nurse Practitioner	NHS Lothian
Carol Donaldson	Stoma Clinical Nurse Specialist ( Representing Tracy McMeekin)	NHS Glasgow & Clyde
Carol Ryan	Colorectal Clinical Nurse Specialist	NHS Tayside
Karen Whatton	Senior Prescribing Support Nurse	NHS Fife
Billy Hislop	Procurement Category Manager	NHS National Services: National Procurement
<b>Apologies</b>		
Tracy McMeekin	Stoma Clinical Nurse Specialist: (Chair of Scottish Stoma Nurse Group)	NHS Ayrshire & Arran
Cathie King	Stoma Clinical Nurse Specialist	NHS Highland

**These meeting notes reflect the salient points of discussion**

Agenda Item	Action Notes
1-2	CS opened the meeting with round table introductions and noted apologies
3	CS discussed the background communication SBAR circulated to SLWG that identifies rationale to support improvement. Leadership established for national review of stoma product use from SEND and SDNDG. CS as chair of SLWG is the link to SDNDG. Focus of national review: quality, equity and efficiency. CS discussed need to be aware of sensitivities around this work from wider stakeholders, industry, patient groups and key clinical stakeholders. SLWG agreed that direction of activity should be guided by reference point of the <b>patient</b> and focus on how to improve on the delivery of effective, efficient and equitable patient care & product use.
4	CS reviewed the <b>Draft Terms of Reference</b> with the SLWG <b>Key points</b> <ul style="list-style-type: none"> <li>• SLWG Deputy Chair : Mhairi Hastings was agreed by SLWG quorate present</li> <li>• CS notes that membership of the SLWG should reflect regional representation and members are expected to communicate with respective national groups and feedback any issues raised in relation to the SLWG to the chair. Awaiting nominations from non medical prescribing leads and G.P</li> <li>• CS reminded SLWG of <u>commercial sensitivity and not to share SLWG papers without approval by Chair.</u></li> <li>• AM confirmed funding to support G.P sessional time and data analyst support approved via Procurement Transformation Programme ( PTP)</li> <li>• G.P nomination to be progressed via CS and Associate Medical Director or Head of Service Primary Care (Ayrshire &amp; Arran) linking into the National Primary Care Leads Meeting to request a rep.</li> <li>• Data analyst rep to be considered further by AM supported by GB</li> <li>• Final version of Terms of Reference (ToR) to be shared with Scottish Stoma Forum (SSF) via members: Ann Haston Tracy McMeekin &amp; Billy Hislop following approval by SLWG Chair.</li> <li>• Several actions identified from ToR review</li> <li>• <b>AM to develop and circulate an action list from this discussion. SLWG to review and respond</b></li> </ul>
5	AM reviewed the <b>draft project plan</b> with the SLWG. Project plan aligned to objectives in ToR with projected tasks in <i>italics</i> . SLWG will be involved in shaping project plan and tasks at future meetings.
6	AM informed the SLWG that a Risk Register will be developed with administrative support from PTP. Project Risks & management will be discussed with SLWG. Chair will approve risk management prior to reporting to the project accountable body. AM will manage risk register on behalf of the group.
7	CS discussed the need for project declaration of interest policy and reporting which was agreed by the SLWG. AM to circulate examples from Effective Prescribing & National Procurement for SLWG to review : Agenda item at next meeting
8	<b>Next Meeting March 23 2018 09.30 – 12.00 MR3 Canderside</b>

### SLWG Meeting Actions 12.02.18

Action Number	Action	Responsible	Timeline	RAG
1	Amend ToR with comments discussed on 12.02.18 and circulate to SLWG for review and comment	<b>AM</b> to circulate v2 of ToR to SLWG <b>SLWG</b> to review and send any comments to Alice Macleod	16.02.18 26.02.18	
2	SLWG to e-mail Alice Macleod with suggestions of SLWG name. Noted that the word <b>optimisation</b> has been removed	<b>SLWG</b>	26.02.18	
3	Draft project plan	<b>SLWG</b> to review draft project plan and send any comments to Alice Macleod	26.02.18	
4	Patient representation: Discussed several options to be agreed at future meetings. Communication to patient groups to be developed	<b>Ann Haston</b> to send details of contacts for patient groups. <b>Craig &amp; Alice</b> to draft communication for patient groups to inform of SLWG remit	26.02.18	
5	Agreed role of Regional SLWG members is to link with respective national groups & Health Boards and feedback any issues to SLWG	<b>SLWG</b> representative to communicate with respective national groups and feedback any issues via Alice Macleod who will collate for SLWG chair	26.02.18	No Issues raised
6	NSS Procurement Transformation Programme will support data analyst resource.	Graeme Bryson to identify analyst via pharmacy prescribing networks and notify Alice & Craig	26.02.18	Meeting & costing To PTP
7	Update of current Health Board stoma redesign / efficiency activities	SLWG to share Health Board update at next meeting <b>Agenda item for next meeting</b>	26.02.18	Discuss at SLWG
8	The need for DOI discussed and agreed with the SLWG Need to agree on format for DOI to support the SLWG Examples from Effective prescribing and NP discussed	Alice Macleod to circulate examples from effective prescribing & NP SLWG to review and decide on format that would meet the needs of the group : <b>Agenda item from next meeting</b>	16.02.18	Examples sent Draft version adapted from EPP
Not complete	Pending	Complete		