

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

SLWG Meeting 23.07.18 : Update on Actions

Agenda Item	Action WHAT	Responsible WHO	Timeline WHEN	Action Update	RAG
2.1	Circulate copy of analyst presentation to SLWG	A Macleod	24.07.18	N/A	
2.2	Develop data sub – group: identify members , define tasks & timescales : Steering Group Progress Report : Rolling Agenda Item	A Macleod	10.09.18	Sub group leads progressing membership. Sub group work breakdown structure to capture tasks sent to leads. Steering group progress update	In progress
3.1	File approved minutes in pdf	A Macleod	24.07.18	N/A	Complete
4.1	Develop process sub – group : identify members , define tasks & timescales: Steering Group Progress Report : Rolling Agenda Item	M Hastings	10.09.18	AM Communication error with 1 st planned meeting 31.08.18 Next meeting / workshop arranged 28.09.18	Not started
4.2	Develop Formulary sub – group: Engage NHSS HB stoma nurses, define tasks & timescales: Steering Group Progress Report : Rolling Agenda Item	G Bryson	10.09.18	progress update to steering group	In progress
5.1	Patient engagement plan to be developed : Discuss at monthly chair review	A Macleod/ C Stewart / M Hastings	31.08.18	Discussed at leads meeting. Draft briefing paper developed from Leads meeting	Complete
5.2	Update project plan & circulate with minutes.	A Macleod	03.08.18	Circulated with draft minutes	Complete
5.3	Circulate risk register to SLWG for comments : Timeline for comments 17.08.18 :	A Macleod SLWG	24.07 .18	No comments received	Complete
5.4	Arrange monthly teleconference for chair / co – chair review of project plan & risk register	A Macleod C Stewart / M Hastings	24.07.18	Leads meeting 13.08.18 Actions logged	Complete
6.1	Review and comment on Stoma forum analysis paper: Timeline for comments 17.08.18: Progress :	SLWG	17.08.18	No comments received : For Action approve paper	Complete
7.1	Draft response to Amanda Rae : Copy to chair	D Thomson	10.08.18	Meeting to be arranged with NSQIG Chair 2018: Confirm Nov dates	In progress
7.2	Circulate copies of stoma specification documents developed by National Procurement	Billy Hislop	31.07.18	Circulated	Complete
7.3	Draft Communication to BHTA Meeting arranged with NSQIG Chair for October 5th	B Hislop / Stewart	31.08.18	Meeting arranged with NSQIG Chair for October 5th	Complete

RAG

In Progress	Complete	Not delivered
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Leads Meeting 13.08.18: Update on Actions

Craig Stewart Chair NSQIG & Mhairi Hastings Co- Chair & Alice Macleod NSQIG PgM

Agenda Item	Issues Discussed	Action	Responsible	Outcome	Update on Actions 03.09.18
2	<p>Project Plan V4 Reviewed : Discussed Non Sub group Objectives Objectives 5 Note Scottish Stoma Nurse Group working with NES to develop Website :</p>	<p>Objective 5 : e-health A Macleod to e-mail NSQIG regional stoma nurse representatives to develop an SBAR to appraise SLWG of progress of SSNG & NES work. Agenda item for next SLWG</p>	<p>NSQIG Regional Stoma CNS Reps Timeline: 31.8.18</p>	Not Started	e-mail request to SLWG Stoma CNS to draft SBAR Tracy sent e-mail response copied in Craig
	<p>Objective 6 : Commercial Partnership Discussed at SLWG re request from Community Pharmacy & BHTA join SLWG (Covers Agenda Item 5)</p>	<p>Agreed best way forward would be for chair to meet with community pharmacy and BHTA in separate meetings. This will be communicated to respective parties by Chair : D. Thomson has drafted a response to community pharmacy & sent to Craig B. Hislop drafting response to BHTA for Craig to review</p>	<p>D Thomson B Hislop</p>	Complete	Response to BHTA sent Response to Community Pharmacy sent
3	Risk Register	<p>Risk Register to be a rolling SLWG Agenda Item Alice to add to SLWG Agenda Craig to review & comment on risks and mitigation</p>	<p>A Macleod C Stewart Timeline 31.08.18</p>	In Progress	Await comments on risks & mitigation
4	<p>Project Plan V4 : Stakeholder Communication Engagement Plan to be agreed Discussed at last SLWG option of communication with HB Stoma Forum</p>	<p>Draft communication briefing to be approved at SLWG. Focus of briefing to communicate SLWG aims with focus on quality to drive improvement in delivery of stoma care and cost effective prescribing A Macleod to draft briefing for next SLWG . Draft briefing for review by CS & MH prior to SLWG meeting SLWG to review briefing and Plan how to engage with patient groups: Offer for leads to present at local stoma forum</p>	<p>A. Macleod Timeline: 31.08.18</p>	Complete	Draft briefing sent to Craig & Mhairi. Confirm if the draft is to be sent to SLWG
6	AOB	<p>Process Sub group Mhairi discussed Process sub group membership and best way to arrange meetngs. Agreed format is face to face meeting A Macleod secured meeting room 3 Canderside for</p>	<p>A Macleod</p>	Not Started	Meeting request sent for Aug 31 Communication mix up & no members could attend . Next date confirmed Sept 28th
		<p>NSQIG Quarterly Report to SDNDG CS to review and send comments to AM to amend CS is lead to present Q1 reprot to SDNDG</p>	<p>C Stewart A Macleod Timeline 31.08.18</p>	In Progress	

