

notes & actions

NATIONAL HEATING & VENTILATION ADVISORY GROUP

Tuesday 13th August 2024 @ 14.00 am on MS TEAMS

Present:

[Redacted]	[Redacted]	NHS Lanarkshire
[Redacted]	[Redacted]	NHS Scotland Assure
[Redacted]	[Redacted]	NHS NSS BST
[Redacted]	[Redacted]	NHS Scotland Assure
[Redacted]	[Redacted]	NHS Scotland Assure
[Redacted]	[Redacted]	NHS Scotland Assure
[Redacted]	[Redacted]	NHS Tayside
[Redacted]	[Redacted]	NHS Scotland Assure
[Redacted]	[Redacted]	NHS Golden Jubilee
[Redacted]	[Redacted]	NHS Highland
[Redacted]	[Redacted] (Chair)	NHS Dumfries & Galloway
[Redacted]	[Redacted]	NHS Borders
[Redacted]	[Redacted]	NHS Scotland Assure

Apologies:

[Redacted]	[Redacted]	NHS Lanarkshire
[Redacted]	[Redacted]	NHS Lanarkshire

1. Welcome/Apologies

[Redacted]
[Redacted]
[Redacted]

2. Discussion on updates to SHTM 03-01

- The comments tracker was shared and summarized.



Chair
Chief Executive
Director

Keith Redpath
Mary Morgan
Julie Critchley

NHS National Services Scotland is the common name of the Common Services Agency for the Scottish Health Service

notes & actions

- advised that he had spoken to the clinical lead for ventilation at NHS Lanarkshire about clinical input into SHTM 03-01, and ■ is keen to get involved. Depending on clinical obligations, ■ might be able to attend the next NHVAG meeting.
- Clinical input to also be included in the SHTM 03-01 document, and language to be clarified on the spreadsheet.
- advised that work done is to be concluded by 23rd August 2024.
- It was discussed further whether the updates to SCART question sets will form part of the Terms of Reference for the group moving forward.
- pointed out that the issues with the SCART question sets (approved by STEAG) and the audit process are to be addressed and will be brought up at the SETAG – NAG Chair meeting on 16th August for discussion on a way forward.
- volunteered at the previous meeting to review the reference documents section at the end of the SHTM 03-01, however as he was absent, there were no updates on this in particular.



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action log

ACTION NO	ACTION	OWNER	AGENDA ITEM NO	DATE OF MEETING	Next Update Due	Progress
2024-08-13/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2024-08-13/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2024-08-13/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2024-07-09/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2024-06-11/2	Wording to be amended/developed/added to for the chapters; section A: General – line 48; tables 2 & 5/app2; table 3. Section B: 1.51; 4.7	[REDACTED]	2	11/06/2024	TBC	13/08/2024 - amendments made
2024-06-11/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
2024-06-11/2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2024-05-14/3	Wording to be amended/developed to the chapters; 5.1, 5.25, 8.35, 8.154, 9.8, 9.131, 9.241, 9.212/9.223 & 11.6.	[REDACTED]	3	14/05/2024	12/06/2024	12/06/2024 – Amendments made
2023-07-18/8.1	Comments on implementing a risk-based approach to SHTM 03-01 to be circulated with the meeting notes	[REDACTED]	8	18/07/2023	17/10/2023	17/10/2023 – Discussion was had as part of agenda. This can be taken off the action log.
2023-07-18/11.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

2023-07-18/12.1	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
2023-04-25/5.1	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED] [REDACTED]