

Portsmouth HealthCare

NHS Trust

~~STRICTLY CONFIDENTIAL~~

**MINUTES OF A MEETING OF THE CLINICAL GOVERNANCE PANEL HELD ON
THURSDAY 21ST MARCH 2002 IN THE COMMITTEE ROOM,
FAREHAM AND GOSPORT PCT OFFICES, FAREHAM ROAD, GOSPORT**

Present

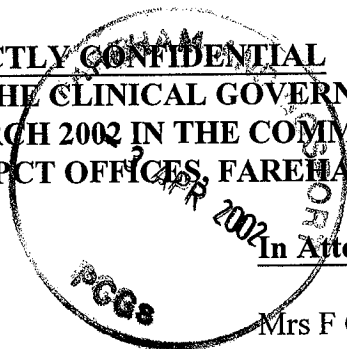
Mr G Heaney
Miss J Knight
Mrs A Monk
Mr M Millett
Dr I Reid
Dr E Thomas

Apologies

Mr A Horne
Ms S Jones
Dr P Old

In Attendance

Mrs F Cameron
Mrs L Doherty
Mrs L Green
Mr R Palmer
Mr I Piper

**Action****1. Minutes of the Last Meeting**

The minutes of the last meeting held on Thursday 21 February 2002 were received and agreed as a correct record.

2. Action List

Members reviewed the Action List prepared from the minutes of the last meeting and received progress reports against each of item. (Numbers on action list refer to minutes of last meeting.)

2.1 .Minute 2.3: Accuracy of one of medical reports

Fiona Cameron confirmed that the inaccuracies highlighted in Professor Ford's report had been checked and Dr Reid confirmed that he had written to the police pointing out the inaccuracies.

2.2 Minutes 4.1/4.2: Individual performance of named nurses

Dr Thomas and Mrs Cameron confirmed that they had met and reviewed the position, in the light of the range of training initiatives that had been introduced since 1998. IPR and training records of named staff are awaited as well as feedback from managers on competency/safety issues.

A further meeting is planned for next week when it is expected that the above information will be to hand. This will be assessed and the next steps agreed.

ET/FC

It was emphasised that should it be decided that no further action will be

taken against the named nurses then the rationale will need to be carefully recorded.

The question of the involvement of other nurses not named in the report was raised. Dr Thomas confirmed that other staff on the ward at that time had been identified but it was not possible to determine if they had had specific contact with the patients involved.

2.3 **Minutes 4.3/4.4** : Individual performance of named consultants

Dr Old and Dr Reid are still waiting to hear from the GMC.

PO/IP

Dr Reid confirmed that he had discussed with the Personnel Director the most appropriate form of action to take in response to the criticism on supervision. It had been agreed that the 'three wise men' system, which was very cumbersome, was not appropriate in this case.

Dr Reid will be meeting with Dr Jarrett, Lead Consultant, and the named Consultant to share the reports and the criticism of inadequate supervision of junior staff. This will be formally recorded on the Consultant's personnel file, and the meeting will take place by mid April 2002.

IR

2.4 **Minutes 4.5/4.6/4.7**: Individual performance of GP/clinical assistant

GMC initial hearing taking place today (21/03/02).

PO/IR

2.5 **Minutes 5.1/5.2/5.3/5.4**

Dr Reid confirmed that the prescribing audit brief had been agreed, but the nomination of a pharmacist from QAH to undertake the audit was still awaited.

IR

Dr Reid reported that the review of the controlled drugs register from 1995 to date involved a large amount of work which needed to be organised and again pharmacy input was required.

IR

Mrs Cameron reported that the initial pilot audit on record keeping, pain management, nutrition and fluids had highlighted difficulties with the audit tool. It was agreed that the audit would be redesigned. This and the retrospective audit would be completed by the end of April 2002.

FC/ET

2.6 **Minutes 6.1/6.2**: Medical Cover

Mr King to hand over to Mrs Kopecek to deal with when contract is due for renewal.

Mrs Cameron confirmed that formal out of hours guidelines for nursing staff had been produced.

2.7 **Minutes 6.4/6.5:** Supervision

Drs Reid and Jarrett to action by April 2002.

IR/DJ

Mrs Cameron confirmed that managers had been asked for nursing staff clinical supervision records.

FC/ET

2.8 **Minute 6.6:** Training

To be carried forward.

IR/ET

2.9 **Minute 6.7:** Rehabilitation/palliative care

Mrs Cameron to action by 31 May 2002.

FC

2.10 **Minute 6.8:** Communication with patients and relatives

Meeting to be arranged. (Mrs Cameron to initiate.)

FC

2.11 **Minute 8.1:** Publicity

Meeting to be arranged. (Mr Piper to initiate).

IP

2.12 **Minute 10.1:** Further Clinical Governance Panel meeting

Meeting arranged for 21 March 2002.

3. **Ongoing management issues from 1 April 2002**

- 3.1 It was agreed that the Fareham and Gosport Primary Care Trust would now take over responsibility for following through the Action Plan. Its Clinical Governance Panel would meet to oversee progress.

Mr Piper to arrange a follow-up meeting during the first week in May.

IP

It was noted that the timetable for the CHI Investigation Report had been outlined as follows:-

Draft Report (to check accuracy etc)	22 April 2002
Amended report	3 May 2002
CHI visit	2nd week in May
Final report	Last week in May

Distribution:

Those present, apologies and in attendance