

## Agenda Item 3.2.1

ACTION LOG QUALITY & SAFETY COMMITTEE					
Minute Reference	Date of Meeting Action Originated	Issue	Lead Officer	Timescale for Action to be completed	Status of Action (as at November 2022)
2.1	September 2022	Update on implementation of the CIVICA system to be added to committee forward work plan.	Assistant Director of Quality & Safety	November 2022	<b>Completed:</b> On agenda for November 2022.
2.1	September 2022	Letter on behalf of the Committee Chair to be sent to those involved in the Patient Story to formally thank them for sharing their patient experience with the Committee	Assistant Director of Nursing & Peoples Experience	November 2022	<b>In progress</b>
2.1	September 2022	Update on clinical pathway in place for women experiencing ectopic pregnancy	Director of Midwifery / Deputy Medical Director	November 2022	<b>Deferred to January 2023 meeting</b>
5.1	September 2022	Organisational Risk Register - Q & S Committee risks : <ul style="list-style-type: none"> <li>Update on risk status of the CTMUHB laundry service</li> <li>Risk 4149 – update required on the impact from the mitigating actions in relation to</li> </ul>	Chief Operating Officer / Deputy Chief Operating Officer	November 2022	<b>Completed:</b> Update on risks shared (with Committee Members and attendees) via email on 3 <sup>rd</sup> November 2022

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		<p>waiting lists and additional clinics</p> <ul style="list-style-type: none"> <li>• Risk 4512 - update on the current status and further detail as to the mitigations that were working well.</li> </ul>			
5.3	September 2022	<p><b>Monitoring Continuing Healthcare and Funded Nursing Care Activity</b></p> <p>Further update to next meeting</p>	Nurse Director, Bridgend Locality	November 2022	<b>Deferred to January 2023 meeting.</b>
6.6	September 2022	<p><b>Primary Care Quality &amp; Safety Report</b></p> <p>Deputy COO (Primary Care, Community, Mental Health and Learning Disabilities) to write on behalf of the Committee Chair to the Out of Hours service manager to acknowledge their work following national IT outages</p> <p>Confirmation to be provided as to whether dental patients had been contacted to confirm their revised dental practice allocation following their previous practice no longer accepting NHS patients.</p>	<p>Deputy COO (Primary Care, Community, Mental Health and Learning Disabilities)</p> <p>Deputy COO (Primary Care, Community, Mental Health and Learning Disabilities)</p>	<p>November 2022</p> <p>November 2022</p>	<p><b>In progress</b></p> <p><b>In Progress</b></p>

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6.7	September 2022	<b>Stroke Services Progress Report</b> Update due in six months	Executive Director, Therapies and Health Sciences	March 2023	<b>Report due in March 2023</b>
7.1	November 2021  January 2022	<b>Quality Dashboard</b> Future hot topics to be presented to the Committee via the Quality Dashboard in relation to Pressure Ulcers and the Deep Dive being undertaken on Thrombosis.  Spotlight report to be presented to the July meeting in relation to Medication Errors	Assistant Director of Quality & Safety	Ongoing	<b>Partially Complete - One action in Progress</b> Spotlight report on Community Acquired Pressure Damage presented to the March 22 meeting. <b>Completed.</b> Spotlight report on Patient Falls presented to the May 22 meeting. <b>Completed.</b> Spotlight Report on Medication Errors included in the Quality Dashboard report to the July 22 meeting. <b>Completed.</b>  Spotlight on Thrombosis to be agreed. <b>In Progress</b>
5.1	24 May 2022	<b>Organisational Risk Register</b> Health, Safety & Fire Sub Committee Annual Report to be presented to a future meeting of the Committee. Annual Report to include a summary of all the fire risks contained within the risk register	Director for People	November 2022	<b>Completed</b> - HS&F sub Committee Annual Report on Q & S agenda for meeting on 15 <sup>th</sup> November 2022.

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5.1	24 May 2022	<b>Organisational Risk Register</b> Review to be undertaken outside the meeting regarding risks 816 and 3698 which had both been on the risk register for some time.	Director of Corporate Governance	July 2022	<b>Partially Complete</b> Review undertaken and responses shared with Committee Members.  In response to the update received in relation to Risk ID 3788, the Chair of the Committee has asked the Chief Operating Officer to revisit this risk to ensure that the risk score appropriately reflects the current performance in terms of Waiting Lists for ND Services. An update report has also been added to the Forward Work Plan to be received by the Committee in the autumn.
6.1	19 July 2022	<b>Response to 'Improving Care, Improving Lives' National Care Review for Inpatients with a Learning Disability</b> Progress report to be presented to the Committee in six months.	Director of Primary, Community & Mental Health Services	January 2023	<b>Due to January 2023 meeting</b>
6.3	19 July 2022	<b>Quality Dashboard</b> Committee Members to reflect on what areas they would like future Spotlight Reports to focus on.	Committee Members	September 2022	<b>In progress</b>

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6.5	19 July 2022	<b>Chief Operating Officer's Report</b> Updated Ophthalmology Action Plan to be shared with Members	Chief Operating Officer	September 2022	<b>In progress</b>
6.5	19 July 2022	<b>Chief Operating Officer's Report</b> Communication and listening issues with staff working in the Emergency Departments to be discussed with the Integrated Locality Group	Chief Operating Officer	September 2022	<b>In progress</b>

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PREVIOUSLY REPORTED COMPLETED ACTIONS					
Minute Reference	Date of Meeting Action Originated	Issue	Lead Officer	Timescale for Action to be completed	Status of Action (as at November 2022)
7.8	November 2021	<b>Maternity &amp; Neonates Services Improvement Programme Report</b> Discussion to be held with P Roseblade outside the meeting regarding the assurance chain that was currently in place.	Committee Chair	January 2022	<b>Completed</b> We are now transitioning from MNIB into business as usual processes for improvement
6.1.4	24 May 2022	<b>Maternity Metrics Report</b> Focus to be placed at the next meeting on progress being made in relation to pace of change and improvements being made within Neonatal Services.	Deputy Medical Director	July 2022	<b>Completed</b> Report discussed at the July 2022 meeting
6.7	24 May 2022	<b>Response to 'Improving Care, Improving Lives' National Care Review for Inpatients with a Learning Disability</b> The report to be deferred to the July meeting for further discussion.	Director for Primary, Community & Mental Health Services	July 2022	<b>Completed</b> Report discussed at the July meeting
3.2.11	19 July 2022	<b>Individual Patient Funding Request Panel (IPFR) Annual Report</b> Update to be provided as to whether a clinical representative had now been secured for the IPFR panel	Director of Public Health	September 2022	<b>Completed</b> Confirmation provided that the Locality Director for Nursing at Merthyr & Cynon ILG has agreed to attend the All Wales IPFR Panel

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6.2	19 July 2022	<b>Maternity &amp; Neonates Improvement Programme Highlight Report</b> Revised target dates to be identified against actions where target dates have slipped.	Director of Midwifery	September 2022	<b>Completed</b> Revised target dates included within this report
6.3	19 July 2022	<b>Quality Dashboard</b> Delivery Unit Dashboards to be appended to the Quality Dashboard moving forwards	Assistant Director of Quality & Safety	September 2022	<b>Completed</b> Dashboards have now been included as appendices to the Quality Dashboard Report.
6.5	19 July 2022	<b>Chief Operating Officer's Report</b> Spotlight Report to be presented to the next meeting of the Committee on the pressures being experienced within the Emergency Departments.	Assistant Director of Quality & Safety	September 2022	<b>Completed</b> – Included as an appendix to the Quality Dashboard Report for Sept 2022 meeting
6.6.4	19 July 2022	<b>Primary Care Quality &amp; Safety Report</b> Confirmation to be provided outside the meeting regarding the position with Church Street Dental Practice in Merthyr Tydfil and whether they are accepting any NHS patients.	Primary Care Clinical Director	September 2022	<b>Completed</b> Confirmation provided outside the meeting that Church Street in Merthyr Tydfil have handed back their NHS contract and letters have been issued to the patients. On further investigation, this was one of the practices that the Health Board were aware of and the Primary Care Quality & Safety report should have stated Merthyr instead of Aberdare.

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					For assurance this is a small practice and all the NHS patients will be able to be taken on by neighbouring NHS dental practices.
5.1	19 July 2022	<b>Organisational Risk Register</b> Response to be provided to Committee Members outside the meeting regarding the queries raised against some of the risks.	Director of Corporate Governance	September 2022	<b>Completed:</b> Response shared with Committee Members on 9 September 2022 regarding Risks 4887, 4721, 1133 and 5014