



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

**Date: 23 April 2018 (WORKSHOP MEETING)**

**Venue: Meeting Room 3 NHS National Procurement, 2 Swinhill Avenue Canderside ML9 2QX 9.30 – 12.00**

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
Alice Macleod	Senior Nurse ( Project Manager )	NHS National Services :National Procurement
David Thomson	Primary care pharmacy lead representative	NHS Glasgow & Clyde
Mark Potter	Colorectal Surgeon (Chair of Scottish Stoma Forum )	<b>NHS Lothian ( VC )</b>
Tracy McMeekin	Stoma Clinical Nurse Specialist: (Chair of Scottish Stoma Nurse Group)	NHS Ayrshire & Arran
Anne Haston	Stoma Advanced Nurse Practitioner	NHS Lothian
Carol Ryan	Colorectal Clinical Nurse Specialist	NHS Tayside
Cathie King	Stoma Clinical Nurse Specialist	<b>NHS Highland (VC)</b>
Karen Whatton	Senior Prescribing Support Nurse	NHS Fife
Dr Emily Kennedy	Prescribing Support Pharmacist	NHS Dumfries & Galloway
Billy Hislop	Procurement Category Manager	NHS National Services: National Procurement
<b>Apologies</b>		
Graeme Bryson	Scottish Pharmacy Practice and Prescribing Advisors Association (SP <sub>3</sub> AA) Representative	NHS Glasgow & Clyde

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

Agenda Item	Action Notes
<b>1</b>	CS opened the meeting with round table introductions and noted apologies above Due to problems with VC connectivity both Mark Potter and Cathie King were unable to participate <b>Action : AM to report meeting impact to National VC Conferencing Centre to ensure connectivity for ongoing meetings</b>
<b>2</b>	Minutes and action points from meeting on 23.03.18 approved by SLWG : <b>Action: AM to remove draft and file as pdf approved version</b>
<b>3</b>	Declaration of Interest CS thanked all who have completed and returned DOI. Noted that some DOI to be completed and returned <b>Action</b> <b>AM to send reminder e-mail to complete and return DOI</b>
<b>4</b>	<b>Matters Arising</b>
<b>4.1</b>	<b>Draft template to scope current ostomy user groups</b> Draft circulated and reviewed by SLWG. Agreed that the template is reviewed with draft V0.2 compiled by Stoma CNS present at the meeting. <b>Action</b> <b>AM to amend the questionnaire template v0.2 and send to Tracy McMeekin to circulate to Scottish Stoma Nurse Group to complete and return to AM for analysis</b>
<b>4.2</b>	<b>Baseline analyst report</b> To be provided for future meetings in view of activity required for project planning workshop. <b>Action: AM to contact GB &amp; analyst to prepare baseline analytics for SLWG.</b>
<b>4.3</b>	<b>Communication to Director of Pharmacy Group</b> CS reported that communication SBAR has been sent to DoP Group with copy of Terms of Reference from NSQIG to support engraftment. DoP Group has noted the communication SBAR and ToR.
<b>5.0</b>	<b>Workshop</b> Mhairi Hastings led the workshop meetings aimed to identify tasks and leads to take forward project plan. 2 groups worked on workshops themes: 1. Work Recognition 2. Prioritisation of work 3. Development of work required. <b>Action :</b> <b>Mhairi Hastings will collate workshop activities and feedback to SLWG.</b>
<b>5.0</b>	<b>Next meeting Date</b> May 28 <sup>th</sup> 2018 Venue: MR 3 Canderside ML9 2QX

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**SLWG Meeting Actions: 23.04.18**

Agenda Item	Action	Responsible	Timeline	RAG
1	Report VC connectivity problems & meeting impact to National VC Conferencing Centre and ensure connectivity for ongoing meetings	A Macleod		
2	Minutes from 23.03.18 : file as pdf approved version	A Macleod		
3	Send E-mail reminder to complete and return DOI	A Macleod		
4.1	Amendments to ostomy user group questionnaire template v0.2 and send to Tracy McMeekin	A Macleod		
4.1	Amended v 0.2 to be circulate to Scottish Stoma Nurse Group to complete and return to AM for analysis	T McMeekin		
4.1	Analysis of v0.2 questionnaire for next meeting date	A Macleod		
4.2	contact G B & analyst to prepare baseline analytics for SLWG	A Macleod		
5.0	Collation of workshop activities and feedback to SLWG.	M Hastings		

Not complete

Pending

Complete