

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

Date: 23 May 2018 (WORKSHOP MEETING: Action Notes)

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

| Name | Title | Area |
|------------------|---|---|
| Mhairi Hastings | Lead Nurse Community (Deputy Chair) | NHS Dumfries & Galloway |
| Alice Macleod | Senior Nurse (Project Manager) | NHS National Services :National Procurement |
| Mark Potter | Colorectal Surgeon (Chair of Scottish Stoma Forum) | NHS Lothian (VC) |
| Anne Haston | Stoma Advanced Nurse Practitioner | NHS Lothian |
| Tracy McMeekin | Stoma Clinical Nurse Specialist: (Chair of Scottish Stoma Nurse Group) | NHS Ayrshire & Arran |
| [REDACTED] | Stoma Clinical Nurse Specialist | NHS Ayrshire & Arran |
| Carol Ryan | Colorectal Clinical Nurse Specialist | NHS Tayside (VC) |
| Dr Emily Kennedy | Prescribing Support Pharmacist | NHS Dumfries & Galloway |
| Billy Hislop | Procurement Category Manager | NHS National Services: National Procurement |
| Apologies | | |
| Craig Stewart | Associate Nurse Director & IJB Lead Nurse (Project Chair) | NHS Ayrshire & Arran |
| Graeme Bryson | Scottish Pharmacy Practice and Prescribing Advisors Association (SP ₃ AA) Representative | NHS Glasgow & Clyde |
| David Thomson | Primary Care Pharmacy lead representative | NHS Glasgow & Clyde |
| Cathie King | Stoma Clinical Nurse Specialist | NHS Highland |
| Fiona Barling | Representing Cathie King | NHS Highland |
| Karen Whatton | Senior Prescribing Support Nurse | NHS Fife |

These meeting notes reflect the salient points of discussion

| Agenda Item | Action Notes |
|-------------|--|
| 1 | MH opened the meeting noting above apologies. ADTC engagement activity by GB noted via e-mail |
| 2 | Minutes and action points from meeting on 23.04.18 approved by SLWG : Action: AM to remove draft and file as pdf approved version |
| 3 | No new declarations of Interest reported from all present |
| 4 | Matters Arising |
| 4.1 | Ostomy User Group Questionnaire Actions: <ul style="list-style-type: none"> AM to ask CNS from Fife/ Borders & GG&C to complete and return questionnaires. Aim for analysis for 30.06.18 & circulate to SLWG |
| 4.2 | Baseline analyst report To be provided for future meetings in view of activity required for project planning workshop. Action: <ul style="list-style-type: none"> AM & GB to progress with analyst |
| 4.3 | G.P Representation. Confirmed interest membership of NSQIG from 2 G.P's; CS has agreed that both could be invited to represent East & West Dr James Cowan Firrhill Medical Centre Edinburgh / Dr Gordon Haveron Barns Medical Practice Ayr Copies of ToR / Project Plan sent Action: <ul style="list-style-type: none"> CS & AM to arrange teleconference / webex to discuss process of their involvement in NSQIG |
| 5.0 | Workshop |
| | Mhairi Hastings discussed ideas for improvement from FMEA process Wide discussion around prescribing and formularies with processes yet to be defined. Process mapping exercise performed. Action : AM to collate in spreadsheet & circulate to SLWG SLWG members to review process mapping activity and map against impact assessment positive / negative criteria Mhairi Hastings will collate and share at next meeting |
| 6.0 | AOAB AH & VM reported SSNG are developing a stoma website for patients and Health Care Professionals (HCPs). This is supported by NES |
| 5.0 | Next meeting Date: 23 July 2018 Meeting Room 3 Canderside |

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SLWG Meeting Actions: 23.04.18

| Agenda Item | Action | Responsible | Timeline | RAG |
|-------------|---|-----------------------|----------|-----|
| 2 | Approve & file minutes from 23.04.18 | A Macleod | 06.06.18 | |
| 4.1 | e-mail reminder to complete & return questionnaire NHS Borders, Fife & GG&C | A Macleod | 08.06.18 | |
| 4.2 | Progress baseline report from analyst | A Macleod/ G. Bryson | | |
| 4.3 | AM / CS to arrange teleconference / webex with G.P's | C Stewart / A Macleod | | |
| 5.0 | Complete impact assessment on process mapping activity | SLWG | 29.06.18 | |
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