

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






Date: 10th September 2018

Venue: Meeting Room 3 NHS National Procurement, 2 Swinhill Avenue Canderside ML9 2QX 14.00 – 16.30

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
Karen Whatton	Senior Prescribing Support Nurse	NHS Fife
Tracy McMeekin	Stoma Clinical Nurse Specialist: (Chair of Scottish Stoma Nurse Group)	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
Barry Melia	Senior Pharmacist Public Health	NHS National Services
Gavin MacColl	Principle Information Analyst ISD	NHS National Services
Billy Hislop	Procurement Category Manager	NHS National Services: National Procurement
Apologies		
Anne Haston	Stoma Advanced Nurse Practitioner	NHS Lothian
Carol Ryan	Colorectal Clinical Nurse Specialist	NHS Tayside
Sarah Fry	Senior Information Analyst prescribing Team ISD	NHS National Services
Mr Mark Potter	Colorectal Surgeon (Chair of Scottish Stoma Forum)	NHS Lothian
Dr Emily Kennedy	Prescribing Support Pharmacist	NHS Dumfries & Galloway
Dr James Cowan	G.P Representative	NHS Lothian
Dr Gordon Haveron	G.P Representative	NHS Ayrshire & Arran

These meeting notes reflect the salient points of discussion

Agenda Item	Action Notes
1	CS opened the meeting noting apologies Quorate present. No new DOI noted .
2	Minutes: 23.07.18 minutes reviewed and approved. Updated action plan progress from 27.07.18 reviewed with no outstanding issues. Action : AM to remove draft and file as pdf approved version
3	<p>Matters Arising</p> <p>3.1 Stoma forum Questionnaire and analysis : No comments received from analysis : Report approved</p> <p>3.2 Quarterly report to SDNDG: Quarterly Report 06.08.18 completed and approved by CS. Mhairi to table at next SDNDG.</p> <p>3.3 Engagement Meetings</p> <p>3.3.1 British Healthcare Trade Association (BHTA): Meeting confirmed with BHTA & Craig October 5th</p> <p>3.3.2 Community Pharmacy Scotland (CPS) : Meeting date November 15th to be confirmed with CPS via David Thomson</p> <p>3.3.3 Stoma Forum Briefing paper circulated:</p> <ul style="list-style-type: none"> Leads meeting: Craig & Mhairi advised engagement via Health Board stoma forums with briefing paper (circulated) as part of engagement plan to communicate with Health Boards via established Stoma forum (n=6) CS to present the brief and offer Q&A session to HB Stoma Forum on work of NSQIG. CS advised that he will offer to visit Health Boards who do not have established stoma forum to discuss NSQIG and how we progress effective patient engagement. CS discussed that it would be useful to understand leadership structures around HB stoma forum ; terms of reference , accountability structure and sponsor Acknowledged that NSQIG have communicated with key stakeholder groups: Scottish Nurse Director Group & Executive Nurse Director Group, Director of Pharmacy Groups, and key professional groups via members. CS advised it would be useful to develop short SBAR to SDNDG /DoP regarding pending HB stoma forum engagement. In the wider context of communication, CS asked about the number of Stoma CNS in NHSS and how they engage. Tracy advised approximately 25. Meetings via Scottish Stoma Nurse Group are annual but not all attend. CS asked that they are kept informed of NSQIG <p>Actions:</p> <ol style="list-style-type: none"> Alice to amend stoma forum briefing paper and draft SBAR to SDNDG re NSQIG engaging with Health Boards NSQIG members to review amended stoma briefing paper comments to Alice Macleod by 28.08.18 Tracy to write to all Scottish Stoma Nurse Group to ensure they are informed of NSQIG role and remit and feedback any concerns to NSQIG.

	 NSQIG Briefing Paper to Stoma Forum and I
4	<p>Project Plan and risk register</p> <p>4.1 No comments received from v4 project plan & v1 risk register previously circulated.</p> <p>4.2 CS discussed that project plan and risk register will be rolling agenda items.</p> <p>4.3 The risk registers forms project governance and is acknowledged that risks to project may not be foreseen.</p> <p>4.4 NSQIG members are asked to review risk register and inform project manager and chair of any new identified risks as project develops Action : Alice to re-send project plan v4 and risk register to NSQIG members (embedded)</p> <p>  NHSS National Group Project Plan v4  NSQIG Risk Register01.xlsx </p> <p>Timeline for comments : 28.09.18</p>
5.0	Sub Group Update : Rolling Agenda Item
5.1	<p>Formulary Sub Group : Lead Graeme Bryson</p> <ul style="list-style-type: none"> • Graeme and Tracey have met ; • Definitions of a formulary discussed • Ongoing discussion required regarding a single national formulary and what this would entail. • Discussion on Scottish National Formulary looking at BNF chapters and linking with ISD • Agreed the need to scope commonalities across current HB formularies • Progress scoping how adherence to formularies is monitored across Health Boards. • ADTC meeting : 12.09.18 GB will sight NSQIG work to ADTC • Formulary sub group to reconvene October 2018
5.2	<p>Data Sub group : Lead Alice Macleod</p> <ul style="list-style-type: none"> • 2 meetings completed 17th & 29th via teleconference. • sub group workplan objectives and tasks identified to meet objectives in progress . (embedded) • Progressing data capture that will provide intelligence to develop and deliver quality stoma data . <ul style="list-style-type: none"> ◦ Scoping questionnaire sent to HB prescribing teams via SP3AA to assess metrics used across HBs to capture stoma prescribing. • Gavin MacColl discussed a paper presenting stoma expenditure analysis (embedded) • Agreed that this is a work in progress. Long term patient expenditure data will be removed with expenditure analysis of circa £ 27.1 million <p>Subgroup workplan embedded for information</p> <p>  Data SG workbreakdown v3.d  Stoma Costs 201718.docx </p> <p>Action: AM to Circulate data sub group work breakdown v3 and G MacColl paper on stoma costs</p>
5.3	<p>Process Sub group: Lead Mhairi Hastings</p> <ul style="list-style-type: none"> • First meeting arranged for September 28th • General discussion around focus of process sub group : • Appraisal of: • Standards • Models of delivery • Workforce capacity and capability with alignment to national focus of community roles. • Taking account of the role of CNS going forward
6.0	<p>Next Steps</p> <p>Progress of sub group activity</p> <p>Progress of SBAR to SDNDG via M Hastings : deputy chair of SDNDG</p>
7.0	No AOB highlighted
8.0	Next Meeting : November 19th 2018 2pm – 4.30 at Canderside

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SLWG Meeting Actions from 10.09.18 : Progress Update completed 12.11.18

Agenda Item	Action WHAT	Responsible WHO	Timeline WHEN	Action Update	RAG
3.1	Amend stoma forum briefing paper	A Macleod	12.09.18	Source for graph noted	Complete
3.2	Circulate amended version of stoma forum briefing paper to NSQIG	A Macleod	28.09.18	Amended version embedded	Complete
3.3	Draft SBAR to SDNDG and send to M Hastings	A Macleod	12.09.18		Complete
	Write to all Scottish Stoma Nurse Group to ensure they are informed of NSQIG role and remit and feedback any concerns to NSQIG	T McMeekin	19.10.18		Complete
4.0	re-send project plan v4 and risk register to NSQIG members	A Macleod	13.09.18	Embedded in minutes	Complete
5.0	Circulate data sub group work breakdown v3 and G MacColl paper on stoma costs	A Macleod	13.09.18	Embedded in minutes	Complete