

**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 )	<b>NHS Lothian ( VC)</b>
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
<b>Apologies</b>		
Craig Stewart	Associate Nurse Director & IJB Lead Nurse ( Project Chair )	NHS Ayrshire & Arran
Graeme Bryson	Scottish Pharmacy Practice and Prescribing Advisors Association (SP <sub>3</sub> 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 : <b>Action: AM to remove draft and file as pdf approved version</b>
3	No new declarations of Interest reported from all present
4	<b>Matters Arising</b>
4.1	<b>Ostomy User Group Questionnaire</b> Actions: <ul style="list-style-type: none"> <li>• AM to ask CNS from Fife/ Borders &amp; GG&amp;C to complete and return questionnaires.</li> <li>• Aim for analysis for 30.06.18 &amp; circulate to SLWG</li> </ul>
4.2	<b>Baseline analyst report</b> To be provided for future meetings in view of activity required for project planning workshop. Action: <ul style="list-style-type: none"> <li>• AM &amp; GB to progress with analyst</li> </ul>
4.3	<b>G.P Representation.</b> 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"> <li>• CS &amp; AM to arrange teleconference / webex to discuss process of their involvement in NSQIG</li> </ul>
5.0	<b>Workshop</b>
	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 : <b>AM to collate in spreadsheet &amp; circulate to SLWG</b> <b>SLWG members to review process mapping activity and map against impact assessment positive / negative criteria</b> <b>Mhairi Hastings will collate and share at next meeting</b>
6.0	<b>AOAB</b> AH & VM reported SSNG are developing a stoma website for patients and Health Care Professionals (HCPs). This is supported by NES
5.0	<b>Next meeting Date: 23 July 2018 Meeting Room 3 Canderside</b>

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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	

Not complete	Pending	Complete
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