

# National Quality Improvement and Clinical Audit Network



9<sup>th</sup> December 2015  
Wellington House, London.

## Minutes

### Attendees

#### Officers

Carl Walker - Chair

Sue Venables – General Secretary

#### Core Members

Simone Jasim (West Midlands Effectiveness & Audit Network (MEAN))

Jen Knight (South Central CA Network (SCCAN))

Robert Mercer (Guidelines & Audit Implementation Network (GAIN) and Northern Ireland Regional Clinical Audit Managers)

Stuart Metcalfe (Southwest Audit Network (SWANs))

Jonathan Mitchell (East of England Clinical Audit and NICE Network (EECANN))

Sairatha Nimalathevan (North London Clinical Audit Network (NLCAN))

Julie Hancocks (Communications Facilitator NQICAN)

#### Co-Opted Members

Richard Arnold (NHS Commissioning Board)  
Vivienne Burgon (Royal College of Physicians of London)

Mandy Smith (Healthcare Quality Improvement Partnership (HQIP))  
David McKinley (HQIP) – in attendance for item 10 only

#### Apologies

Val Bailey (West Midlands Effectiveness & Audit Network (MEAN))

Catherine Dunn (North West Mental Health Network)

Michelle Garrett (Greater Manchester Clinical Audit Network (GMCAN))

Anne Jones (South and East London Clinical Audit and Improvement Network (SELCAIN))

Janette Mills (Cumbria and Lancashire Clinical Audit Network (CaLCan))

Nicola Porter (Guidelines & Audit Implementation Network (GAIN) and Northern Ireland Regional Clinical Audit Managers)

Michael Spry (Mersey Clinical Audit Network)  
Aimee Protheroe (Royal College of Physicians of London)

#### Non Attending Members & Co-opted Members (Not Offering Apologies)

Carol Evans (South East Clinical Effectiveness (SECEN) - Joint Chair with Emma Marcroft)

Emma Marcroft (South East Clinical Effectiveness (SECEN) - Joint Chair with Carol Evans)

Jan Micallef (Yorkshire Effectiveness and Audit Regional Network (YEARN))

Arlene Shenkorov (Wales)

Tyler Moorehead (Royal College of Paediatric & Child Health)

Nicola O'Reilly (Royal College of General Practitioners)

## 1 Welcome and apologies

Carl Walker (Chair), welcomed attendees to the meeting

Apologies

See above

New Members

- Jonathan Mitchell - replacing Sarah Powell as of East of England Clinical Audit Network (EECAN)
- David McKinley - HQIP NCAPOP Project Manager

Declaration of Interest

- Carl met with Jane Ingham (HQIP) protected time of 2 days per month has been agreed. Richard Arnold NHS England reported that the HQIP contract is likely to be extended in 2 x yearly contracts
- Carl has been Invited and accepted to speak on 8th March at a Healthcare Events Clinical Audit for Improvement conference on behalf of NQICAN. Will receive costs plus £100. Jeb Knight is also speaking, and declared interest also.

## 2 Review of Minutes and Matters Arising

Carl proposed that minutes be converted to action notes - there were objections as new chairs use the minutes for updates to members, particularly HQIP & NHSE. We will continue as we are.

Agreed matters arising will contain any outstanding actions for update instead of outstanding actions list.

Q Initiative – action raised to make sure they are not setting up alternative networks.

**Action:**

**Invite representative to attend/talk at a future meeting. Not in conjunction with HQIP or NHS England. – Carl Walker**

Cathy Hassell has met with Carl to discuss experiences for her research. He encouraged other network members do the same.

Outstanding Actions from Previous Minutes:

Reference 1503-07.1	Action Write to HQIP Chief Executive to request that contacts regarding National Audits be made to generic e-mails in Clinical Audit Departments of organisations Update June 2015 - On-going	Assigned to Kat Young
Reference 1506-08.1	Action Mandy Smith to send details of money spent in 2014/15 and requests for 2015/16 to Kat and circulate revised funding criteria	Assigned to Mandy Smith

Update December 2015 - Agenda Item for March 2016 meeting

Reference 1506-08.4	Action Richard Arnold to pick up the topic of Clinical Audit with NICE Update December 2015 - On-going	Assigned to Richard Arnold
Reference 1506-11.1	Action NQICAN Communications Strategy to be refreshed Update - Meeting December 15 - Needs further discussion	Assigned to Officers and Comms Facilitator
Reference 1506-11.2	Action Kat to ask The Health Foundation to request a presentation at a future meeting	Assigned to Kat Young
Reference 1509-01.1	Action Terms of Reference to be changed to make the Communications Facilitator role an on-going one, instead of a two year tenure	Assigned to Sue Venables

Open Actions from December 2015 Meeting:

Reference 1512-02.1	Action Invite Q Initiative representative to attend/talk at a future meeting. Not in conjunction with HQIP or NHS England Agenda Item for March 2016 meeting	Assigned to Carl Walker
Reference 1512-03.1	Action Follow up with HQIP to do something for 2016 conference Agenda Item for March 2016 meeting	Assigned to Carl Walker
Reference 1512-03.3	Action Make contact with CASC to suggest they add Trust Agreement and project approval to their criteria for the future and encourage them to market attendance at awards event to CA and QI staff	Assigned to Stuart Metcalfe
Reference 1512-04.1	Action Network Chairs to send information, presentation slide sets etc to Tim Lessells (tim.lessells@uhl-tr.nhs.uk) for upload to the NQICAN website	Assigned to Network Leads
Reference 1512-04.2	Action All network chas to review their website page and ensure updated in terms of contact information and 2016 meeting dates. Plus any other events networks want to publicise.	Assigned to Network Leads
Reference 1512-05.1	Action Request further information/paper re PROMS from NAGCAE	Assigned to Carl Walker
Reference	Action	Assigned to

1512-06.1	Contact Royal Academies to understand what projects are undertaken by Junior Doctors and the governance/registration arrangements	Carl Walker
Reference 1512-06.2	Action Provide updates on Emma Vaux project on Junior Doctors Training Agenda item for March 2016 meeting	Assigned to Michael Spry
Reference 1512-08.1	Action Add event funding application form/guidance to NOICAN website. Check and update info on NOICAN website	Assigned to Carl Walker
Reference 1512-09.1	Action All members to promote trusts need to review HQIP PPI Guidance	Assigned to Network Leads
Reference 1512-10.1	Action Send Carl the draft Quality Account List for comment	Assigned to David McKinley
Reference 1512-10.2	Action Feedback to HQIP - re spreading out publication of results (at time of meeting 8 national audits were planned to be published in December)	Assigned to David McKinley

### 3 Update from Chair

Patient First Conference - well attended. High footfall through 'grant' funding. Lots of promotional stands. Michael was only speaker on Clinical Audit at the whole event, he spoke on using Datix for Clinical Audit programme management. NOICAN members thanked Michael for representing the organisation as well as his Trust.

There will be annual conference going forward, and it seems to be requests for more presentations on Clinical Audit.

#### Actions:

Carl to follow up with HQIP to do something for 2016 conference. – Carl Walker

Share Michaels slide – Carl Walker

#### CASC Junior Doctors Poster Competition

Mandy Smith from HQIP was on the judging panel. It proved difficult to judge, as the standard was higher than previous. Some confusion around Clinical audit being separate from QI projects.

Very few clinical audit and quality improvement staff attend the awards event. CASC to be encouraged to market to CA and QI staff as well as junior doctors in future.

Straw poll by Carl on the day established that the majority of the projects were not supported by Clinical Audit professionals. It was suggested that CASC look for Trust agreement to submit for competition.

#### Action:

Make contact with CASC to suggest they add Trust Agreement and project approval to their criteria for the future and encourage them to market attendance at awards event to CA and QI staff. – Stuart Metcalfe

## 4 Communication Strategy

We need to have some data on hand to back up our annual report, and to review our communication strategy.

- Quarterly meetings to continue
- Telecoms to continue but focussed. - As and when needed. Invites to go to wider audience than Network Chairs.

### Outputs

- Minutes
- Qly PowerPoint's are used at network meetings. To be shortened to two or three slides on key points to be used in conjunction with the minutes.
- Agreed no newsletters – HQIP, NHS England and Royal Colleges et al to cascade independently.

### Etiquette for e-mails

- All recipients names to be disclosed.
- Don't *reply all* unless necessary
- Observe directions in relation to onward information cascade
- Only vital information to be cascaded.
- Use website instead of attachments on email.

### Items submitted to be shared.

- Any speakers slides submitted for publication - ensure agreement/permissions are agreed before submission.
- Network Chairs should maintain a record of the number of trusts invited to attend a network meeting versus the number of trusts attending.

### Hit Counter

- A Hit Rate counter just set up and will look at what pages are hit on the NOICAN website.

### Twitter

- Key points on agenda for the quarterly meeting are tweeted - well received.
- Observe rules on what can be shared.
- Useful supplement but not reliable as a key communication method.
- 160 followers.

### Discussion Board

- Not currently available. Agreed to use e-mail or CASC discussion board

### You Tube

- NOICAN to publicise what is on there of use/interest

### Facebook

- It was agreed that Facebook was not appropriate.
- Links to website from HQIP and NHS England to be maintained

### Action

Network Chairs to send information, presentation slide sets etc to Tim Lessells ([tim.lessells@uhl-tr.nhs.uk](mailto:tim.lessells@uhl-tr.nhs.uk)) for upload to the NOICAN website, All

We need to maintain dossier of good speakers for network meetings

Over lunch the website was reviewed.

### Action

All network chrs to review their website page and ensure updated in terms of contact information and 2016 meeting dates. Plus any other events networks want to publicise.

- NOICAN have new contact for NICE - Leighton Coombs ([Leighton.Coombs@nice.org.uk](mailto:Leighton.Coombs@nice.org.uk))
- Annual Report now available on website

## 5 NAGCAE Update

Minutes circulated with agenda

The post of the new NAGCAE (National Advisory Group on Clinical Audit and Enquiries) Clinical Audit member is still with Bruce Keogh's office for sign off with an announcement imminent.

### Action:

Request further information/paper re PROMS – Carl Walker

## 6 Academy of Medical Royal Colleges – Junior Doctors Training

Michael Spry was unable to attend the meeting owing to a CQC visit, however, his slides used for the presentation were circulated with agenda.

Key messages

- Ensure Clinical Audit professionals are consulted in the development of Junior Doctors training.
- Need to make sure that Clinical Audit is kept within the frame.
- Junior Doctors expected to use Quality Improvement not Clinical Audit in their job plans

Emma Vaux is undertaking a project which includes how to train Junior Doctors to use national audit data for local improvement.

### Actions:

Contact Royal Academies to understand what projects are undertaken by Junior Doctors and the governance/registration arrangements - Carl Walker

Provide updates on Emma Vaux project etc. – Michael Spry

## 7 NHS England Update (not covered elsewhere)

NHS England is proposing commissioning of national audits / procurement in different way - paper to NAGCAE tomorrow, but could take 1-2 years to set up.

Second prioritisation meeting with HQIP - holistic approach to prioritisation especially maternity and cancer.

Discussed linkage/support with local audit - no plan yet but hope to keep within HQIP

Quality Accounts - paper to NAGCAE next week

No information on National COUINs for next year yet.

## 8 HQIP UPDATE

Mandy Smith provided the following report:

Note - David McKinley from the HQIP NCAPOP team also the meeting to give a national clinical audit update – see item 10

Congratulations to networks on two recent events supported by the HQIP networks fund

YEARN gave their support to an event on 7<sup>th</sup> October 2015 hosted by Harrogate & District NHSFT entitled 'Quality Improvement: How do we obtain best value from Clinical Audit?' Delegates included clinicians, board members, and representatives from CCGs and provider trusts, and they heard presentations from a clinical audit manager, a junior doctor, the chair of an FT audit committee and the deputy director of the regional Foundation School, all giving their perspectives on clinical audit and quality improvement.

The four North West networks combined to put on a fourth annual regional clinical audit event on 4<sup>th</sup> December. This time the event was a conference entitled 'Are we understanding the wider picture'. Over 90 delegates – mostly clinical audit staff from trusts across the North West - heard presentations from Richard Arnold on clinical audit links with NHS England, and a range of national projects including NCEPOD and the new National Ophthalmology Audit.

The hard work which goes in to planning and holding these events deserves to be acknowledged.

### New HQIP Website

The new HQIP website was launched in September. Feedback has generally been positive but inevitably there have been some bugs. There was a particular problem for people using older browsers and some initial problems with the search facility.

Any continuing problems please feed back to [communications@hqip.org.uk](mailto:communications@hqip.org.uk) in the following way - that would be greatly appreciated and will be invaluable in helping us address the issues. 1) briefly describe the issue; 2) include a screen shot (ordinarily by pressing Control + Print screen and pasting results into body of email; 3) tell us which browser and version you are using please (Internet Explorer 8, Chrome version 47 for instance).

### HQIP contract

The HQIP contract with NHS England is due for extension in April 2016. Negotiations are ongoing and announcements about our future plans will be made as soon as we are able.

### Network funding arrangements

2015/16 – Any new applications for funds for 2015/16 should be made ASAP. Applications should be made using the forms which have already been circulated, and will be copied to the NQICAN chair prior to approval.

Please let HQIP have invoices for payment relating to existing applications ASAP.

Can anyone who expects to claim travel costs for attending this meeting please let HQIP have their completed claims ASAP.

2016/17 onwards

Any announcements about network funding for 2016 onwards will be made as soon as NHS England have confirmed the new HQIP contract details.

Resources production and workshops

- The QI methods guide has been published and we have had some very positive feedback.
- The RCA guide is in the final stages of production
- Workshops for CCGs on commissioning clinical audit and local quality improvement were held in September and October. A revised scope for guidance is now being developed.
- The IG guide is under review with NHS England.
- Updates to the Junior doctors guide, Audit Leads guide and ethics guides are being developed
- Plans for future updates are under review

**Action:**

Add event funding application form/guidance to NOICAN website. Check and update info on NOICAN website - Carl Walker

## 9 NOICAN Questions and Answers

Twitter - Audit/Non Audit

Feedback received that some projects such as Safety Thermometer are incorrectly labelled as clinical audit – which was echoed by members present. This causes people to have the wrong impression as to what clinical audit is – improvement tool not just prevalence or data collection.

**Action:**

All members to give advice to ensure that in their Trust the correct terminology is used for audit / non-audit –

Use of Patient and Lay Members to Audit Practice

Members confirmed that it would not be the best practice to use this cohort for data collection, and channel their involvement in other ways. There are technical and governance issues in them accessing data. HQIP have published some useful Patient and Public Involvement on this matter.

**Action:**

All members to promote trusts need to review HQIP PPI guidance / strategy

## 10 National Audits

CQC AND HQIP National Audits Feedback

Ann Jones, Sue Venables, Carl Walker and Stuart Metcalfe attended the meeting.

Use of National Audits for CQC

- Needs to be consistency and standardisation in reporting
- How could information from national audits be fed into a dashboard - who will own it. David McKinley reported that discussion is to take place on ownership in February.

- Dashboard for cancer datasets - similar idea to NHS Choices
- Audit professionals must understand how to feedback audit data.

Anne Jones will attend next meeting

Feedback from Specification Meetings

Carl attended the Epilepsy meeting.

- Well organised.
- Felt that NOICAN were able to make a good contribution.
- Good pathway audit with the right people at the meeting including patients and carers.

David McKinley requested feed back as they are still learning about specification meetings.

Jen Knight attended the Psychosis meeting, and reported that it was helpful to have audit input as they have a practical overview.

Sue Venables is attending the Mental Health one in January

NCAPOP Update

David McKinley (HQIP NCAPOP Team) attended this part of the meeting, and will ensure a member of the national team will be available to attend each meeting if required.

Refer to his presentation – available from the website

<http://www.nqican.org.uk/NOICANPresentationDec2015.pdf>

- Ensure feedback from similar strands (Mental Health CQUIN) are not running concurrently going forwards.
- Retrospective Case Record Review Maternity Perinatal - bids in place. No date for commissioning yet
- Breast Cancer - award announcement next week. Plan moving forward cancer audits will be aligned maybe to cancer strategy. Meeting next spring to look at cancer audit alignment.
- New head of procurement in post - looking at streamlining audit.
- Accessibility of audit info on website - what is coming on line etc.

For planning, Trusts would like:

- Breakdown of audit details eg cardiac is actually 6 separate audits
- Whether you need to register to participate.
- It would be useful to have inclusion sample for the audit.
- Signpost from HQIP to individual sites.
- Newsletter is getting better at flagging projects.
- Any information would be helpful.

Subscription model may slightly change.

**Action:**

David to send Carl the draft Quality account list for comment

David to feedback to HQIP – re spreading out publication of results (at time of meeting 8 national audits planned to be published in December)

11 Any Other Business - none