

National Quality Improvement and Clinical Audit Network



24 September 2015
Skipton House, Elephant and Castle, London.

Minutes

Attendees

Officers

Kat Young - *Chair*

Sue Venables – *General Secretary*

Core Members

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

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

Simone Jasim (*West Midlands Effectiveness & Audit Network (MEAN) - (Representing Val Bailey)*)

Sarah Powell (*East of England Clinical Audit Network (EECAN)*)

Jen Knight (*South Central CA Network (SCCAN)*)

Michael Spry (*Mersey Clinical Audit Network*)

Carl Walker (*East Midlands CASnet*)

Julie Hancocks (*Communications Facilitator NQICAN*)

Co-Opted Members

Cathy Hassell (*NHS England (representing Richard Arnold)*)

Aimee Protheroe (*Royal College of Physicians of London*)

Visitors & Speakers

Jenny Mooney (*Healthcare Quality Improvement Partnership (HQIP)*)

Onmahdat Priya (*Healthcare Quality Improvement Partnership (HQIP)*)

Apologies

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

Janette Mills (*Cumbria and Lancashire Clinical Audit Network (CaLCAN)*)

Catherine Dunn (*North West Mental Health Network*)

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

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

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

Richard Arnold (*NHS Commissioning Board*)
Tyler Moorehead (*Royal College of Paediatric & Child Health*)

Stuart Metcalfe (*Southwest Audit Network (SWANs)*)

Mandy Smith (*Healthcare Quality Improvement*)

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

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

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

Arlene Shenkorov (*Wales*)

Nicola O'Reilly (*Royal College of General Practitioners*)

1 Welcome and apologies

Apologies:

See above

Declarations of Interest:

None to declare.

New Chair:

Since the meeting in June, Kat had contacted all members via e-mail to announce that she was taking on a new career role, and as a consequence she would be stepping down from her role as Chair. Expressions of Interest to replace Kat were invited from the group and Carl Walker submitted an interest in the role, which was fully supported by his Trust. As there were no further expressions received, the group were informed by e-mail of Carl's application. Sue Venables reported that she had received 13 responses of support and no dissentions.

Carl thanked Kat and said that he was delighted to take on the role. He sees the group as fundamental to our profession and wants to see the profession championed. A new Chair will now be sought for Carls' EMCAS network.

Kat welcomed Carl into his new role and expressed confidence in him being able to take the group forward. There will be a telephone meeting on 14 October to formally hand over to Carl.

Change to Terms of Reference:

Kat reported that whilst reviewing the Terms of Reference, she had realised that the position of Communications Facilitator was indicated as 2 year tenure post. As this is a no-officer, non-voting role it should be an on-going post until the incumbent is retired.

Action - Terms Of Reference to be amended to reflect this. – Sue Venables

2 Review of minutes and actions from the last meeting

The minutes of the June 2015 meeting were accepted as an accurate record.

Julie Hancocks thanked Kat & Sue for covering for her for the June minutes.

The actions are updated in the Actions Table – refer to Appendix 1.

3 Update from the Chair / Officers update

There is an Academy of Medical Royal Colleges event on 21st October - with an opportunity for NQICAN to be involved. If anyone can represent NQICAN as Kat and Carl can't, please express interest to Kat.

Action - Expressions of interest to represent NQICAN at The Academy of Royal Colleges event on 21st October to Kat. – All members (*Post meeting note – Michael Spry will be attending this event*)

NQICAN have been invited to HOIP workshop – "quality improvement whose role is it?", the date is to be decided. Carl Walker to attend / arrange an NQICAN representative.

Action - Carl Walker to attend / arrange an NQICAN representative. – Car Walker (All members)

The National Clinical Audit Forum on the HQIP website has closed. Sue has pulled all the NAGG/NOICAN data from the site to hold locally.

The NOICAN Webpage has pre-paid for 2 years HQIP have funded this. We need to ensure that all information re NOICAN chair is updated.

Action – Update website to reflect the change of Chair – Carl Walker / Tim Lessells

The process was discussed for how networks could add data to their webpage. It was agreed that content should be e-mailed to the Webmaster (Tim Lessells tim.lessells@uhl-tr.nhs.uk) and cc Carl (for information) for upload.

There was discussion on networks having membership from commissioners. Some already have membership, but there was some reticence in some networks from their membership in Commissioners attending – see quarterly PowerPoint for full details.

Kat outlined an idea of how NOICAN could increase shared learning. **Action – Carl and NOICAN members to consider**

4 NAGCAE Update

NAGCAE have put out an advert to replace Kat and for 3 other roles. Kat has been asked to encourage NOICAN members to apply. Carl confirmed that he would not be applying for the post. If non NOICAN member took this role it would be expected to attend the NOICAN meeting.

National CQUINs

Sepsis – there is a lack of clarity around the tool which is open to interpretation. There is no national audit to support this as timescales prohibited it. Guidance is needed on how to collect the data. There are similar problems with Acute Kidney Injury. Formal support would be useful to back up the CQUINs.

5 Training

Smith Review - 16 recommendations discussed, and a PowerPoint has been produced as a resource for networks.

Action- Kat to circulate PowerPoint slides for use in networks and add to website.

Wales Approach – A PowerPoint was included with the agenda for the September meeting for use in networks. If anyone needs a copy of this, contact Julie (julie.hancocks@nhs.net) for a copy.

The NHS IQ run course “Improvement Fundamentals” was highlighted as a learning opportunity that covers the Model for Improvement. NOICAN felt that this should be promoted amongst clinical audit and quality improvement professionals, best practice would be to link it to appraisals.

Action – NOICAN members to share this with their regional networks for cascade

Regional networks - 6 networks have shared the training undertaken in their network. MEAN - how to turn your audit department into a QI hub. Kat has pulled the information together on the key themes and will send PowerPoint with the minutes.

Action – Kat to forward Training PowerPoint to Julie to include with minutes.

6 Annual Report

The report has been shared and some amendments to be made prior to publication.

7 Q Initiative Video

The Health Foundation Q Initiative video was scheduled to be played over lunch. Unfortunately, owing to IT problems this was not possible. The video can be viewed on the following You Tube link: <https://youtu.be/51LyVkYBkMc>

8 National Clinical Audit – The Best Way Forward

Jenny Mooney and Priya Oomahadt from HQIP joined the meeting to discuss this NQICAN-NCAPOP joint working.

Currently 30 national clinical audit projects – more going through the tendering process. Programmes delivered to timelines - responsible to HQIP. HQIP have strengthened the commissioning process to make it more robust.

Specification development meetings are held as part of the commissioning process and involve members from Trusts and NICE CQC and clinical experts, allied professionals' service users

The national clinical audits that are out to tender are on the HQIP website. National audits that are successful are procured on a 3 year contract with option for two year extension.

List on website with details of project manager who can be contacted if it is not appropriate to relay/ask the service provider. Standardisation of case note review - all deaths that occur in a Trust (not suicide in MH and maternal death)

5 topics in specification development:

- Asthma
- Epilepsy 12
- VTE Feasibility
- Psychosis (previously Schizophrenia)
- Anxiety and depression

October prioritisation meeting - re-tender of up to 15 NCA and CORP projects (CORP were originally termed Confidential Enquiries)

Reporting for Impact guidance document has been shared. It is important to note that links to all papers in the document point to the now closed original HQIP website, and need to be changed to link to the new website, but the text is still current.

Quality Accounts chosen by NAGCAE tougher inclusion criteria.

The HQIP website has been updated. Most trusts can't access because they use older internet programmes.

Action - Jenny to send a line to Kat re the use of a generic email addresses

9 NHS England Update

Cathy Hassell- Head of Clinical Programmes at NHS England attended in place of Richard Arnold.

Quality measurement

National Information Board is doing a data strategy to underpin the need for quality measurement as well as data measurement. Focussing on understanding what is already out there and how quality is being measured. The plan to synergise activity; this is currently at scoping stage. It is felt that it would be good to keep NOICAN in the loop. Academic Health Science Networks are felt to be a good link for regional networks to develop, further details of networks on NHS England website: <https://www.england.nhs.uk/ourwork/part-rel/ahsn/>

Prioritising National Audit new process.

More comprehensive, and will look at all audits together to ensure a spread of activity. Next meeting 10 October looking at 10 new documents.

Publication of outcomes

Consultant/unit/team data will be driven from the audits and not developing the audit for the outcomes. To be augmented with patient experience. 4-5 year plan to be published in October. Published data will be risk adjusted for low cohorts etc.

Tightening of criteria around the Quality Accounts.

Still some poor quality accounts audits e.g. blood transfusion. Improved reporting to enable comparison with prior year performance and benchmarking against other trusts similar format to Dr Foster. Aware that some trusts have started to aggregate their data it could be useful to share, if they are willing.

Clinical Services Quality Markers

Composite measure of quality service though National Information Board will be published on *My NHS*. Published already on stroke, MINAP planned and something on NJR. Hope is that patients will access. Work will draw on all sources of data available including NICE guidance. 5 year plan.

Relationship between leadership support and clinical audit improvement

Cathy doing research into the relationship between leadership support and clinical audit improvement. Would like to contact all members of NOICAN separately to discuss. Let Cathy know if you don't want to be involved.

Carl expressed issues in metrics around measurement of 7 day service - Carl would like NOICAN to be involved in the discussions in the development in the future. Reports from group of several local tools including one from Monitor that had room for improvement. They are intricate to collect and maintain consistency.

Action - Members to forward to Cathy examples of poor tools they have been sent around the 7 day service and any other NHS England lead projects

10 HQIP Update

As Mandy Smith was unable to attend the meeting she forwarded her as below:

Launch of the new HQIP website

The new look HQIP website should launch within a couple of weeks. We hope the new format will make it easier for people to find the information they need. Please let us know what you think – more information will be announced in the e-bulletin.

Resources production and workshops

- We have received very good feedback on the QI Methods guide which was launched in July.
- We will be holding two consultation workshops for CCGs in September and October to inform the development of guidance for commissioners on clinical audit and quality improvement. Invitations have been sent to a range of CCGs and there will be further opportunity for consultation as the process continues.
- The IG guide has been delayed at the request of NHS England while they review some of the content.

Call for best practice patient and public involvement case studies

HQIP is looking for new and innovative examples of patient and public involvement in quality improvement initiatives, from which to create case studies to use within forthcoming refreshed and renewed PPI guidance and online resources. This especially includes best practice around:

- Co-participation
- Patient-led quality improvement projects

If you would like to share your work and are interested in proposing a case study example, please email kim.rezel@hqip.org.uk with your contact details and a brief outline of your initiative. If you are selected to be included in the new guidance and resources, HQIP will draft the case study for your review and approval prior to any publication. If your initiative is not suitable for a case study within HQIP guidance then your work may still be highlighted and promoted on the website so please do get in touch with kim.rezel@hqip.org.uk to discuss.

Action circulate job advert for project manager at HQIP.

AOB

Struggles of where CA sits and QI - management on a day to day basis - a topic for future meetings.

Action – All Dates for 2016 - let Julie know of any dates to avoid, Julie to set up.

Action –Agenda: look at links to documents instead sending out by e-mail

Appendix 1 - Summary of Actions

| Open Actions from Previous Meetings | | |
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| 1312 – 10.2 | <p>Produce article for NHS England Newsletter</p> <p>Update March 2014 – On-going – Kat to liaise with Richard and CHAIN</p> <p>Update June 2014 – On-going – Deferred until website goes live</p> <p>Update September 2014 - Deferred until website launch</p> <p>Update December 2014 - Article drafted and sent to Richard Arnold</p> <p>Update June 2015 - Ongoing</p> | Kat Young |
| 1403 - 11.1 | <p>Contact NHS England for position statement of patient consent for audit</p> <p>Update June 2014 - Kate and Richard to meet with Information Governance Experts to provide position statement. Kate is currently commissioning guidance on Information Governance.</p> <p>Update Sept 2014 - Kate confirmed that questions have been raised to seek further clarification concerning CCG auditors' access to patient data. NHS England is working with HQIP on developing revised guidance on information governance for clinical audit in which we hope to address all the key issues. In the meantime, please see the advice provided in bulletin 3 in relation to internal audit staff. (Guidance enclosed with appendices), or refer http://www.england.nhs.uk/wp-content/uploads/2013/08/ig-3.pdf</p> <p>Update December 2014 - Kat has drafted a generic statement, which was tabled, however, it was agreed to wait for the guidance being developed by NHS England IG, which is due to be published in January 2015 before proceeding - Ongoing</p> <p>Update March 2015 - Still awaiting publication of guidance - Ongoing</p> <p>Update June 2015 - Still awaiting publication of guidance - Ongoing</p> | Kat Young |
| 1409 - 2.1 | <p>Identify suitable NHSE speakers/ presenters for Network Meetings</p> <p>Update December 2014 - Action reassigned to Richard Arnold</p> <p>Update June 2015 - On agenda for discussion</p> | Richard Arnold |
| 1409-10.1 | <p>Organise initial meeting and output for EPR T&F Group and feed back to December meeting</p> <p>Update December 2014 - Has asked for interest. At Network Meeting have defined questions and guidance. Telecom meeting asked to review and feedback - Ongoing</p> | Carl Walker |

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| | Update March 2015 - Carl sent update to the meeting as he was unable to attend. This was not presented owing to lack of time at the meeting. To be presented at the June meeting - Ongoing. | |
| 1409 - 12.1 | Schedule Shared Learning Task and Finish Group for discussion at a future Network Representatives Telecom Update December 2014 - Diarised by SV to raise at network telecom on 25th January 2015 | Sue Venables / Kat Young |
| 1412 - 2.1 | Val Bailey to send information to Kat about NCA where there are issues obtaining data Update March 2015 - Ongoing Update June 2015 - Ongoing Update September 2015 - Val has forwarded issues to Kat via e-mail | Val Bailey |
| 1412 - 2.2 | Kat to feed back to NAGCAE that some trusts don't get local reports as their local sample is too small Update June 2015 - Ongoing | Kat Young |
| 1412 - 3.1 | Kat to feed back to NQICAN on the Merseyside perspective to AQUA (Health Observatory) Update March 2015 - Kat to discuss with Nick Black Update June 2015 - Kat reported that Advancing Quality and other databases are also collecting similar datasets. Also aligned to National Audits and some COQINs. Could be collecting same data for different organisations. AQUA has fee attached. Need to work to aligning data to feed all requirements | Kat Young |
| 1412 - 4.1 | HQIP to consider how a contact database could work in practice. Update March 2015 - Ongoing Update June 2015 - Ongoing | Kate Godfrey |
| 1503-3.1 | Regional Network Representatives to share presentation of NHS Benchmarking Network with their networks. | All Network Representatives |
| 1503-4.1 | Prepare paper on the management of the training budget by NQICAN Update June 2015 - Ongoing | Kat Young |
| 1503-7.1 | 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 - Ongoing | Kat Young |
| 1503-8.1 | Requests to be made for Annual Reports from Network Chairs | Kat Young |

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| | Update June 2015 - Ongoing - further request for submission of outstanding reports made during June meeting | |
| 1506-3.1 | Model for Improvement training to be a key priority for NQICAN - a central resource to be developed. | Kat Young and Network Members |
| 1506-4.1 | Minutes of NAGCAE meeting on 17th June to be circulated when available | Julie Hancocks |
| 1506-4.2 | HQIP Best Practice paper to be reviewed at September meeting | All Network Representatives |
| 1506-6.1 | All NQICAN members to inform Ann Jones of metrics felt to be good markers of the quality of care | All Network Representatives |
| 1506-6.2 | Invite Sid Sinhah (HQIP Fellow) to future meeting at a suitable point | Mandy Smith |
| 1506-7.1 | Regional Networks to share IG Statement with members | All Network Representatives |
| 1506-7.2 | Sue to include IG statement in quarterly Powerpoint | Sue Venables |
| 1506-8.1 | Mandy Smith to send details of money spent in 2014/15 and requests for 2015/16 to Kat and circulate revised funding criteria | Mandy Smith |
| 1506-8.2 | Network Representatives to send their approach to training for this year and what they have done in the last financial year to Kat | All Network Representatives |
| 1506-8.3 | NQICAN members interested in supporting NQICAN presence at the Patient First Conference to contact Kat | All Network Representatives |
| 1506-8.4 | Richard Arnold to pick up the topic of Clinical Audit with NICE | Richard Arnold |
| 1506-9.1 | Richard to circulate paper with new national audit process | Richard Arnold |
| 1506-11.1 | NQICAN Communications Strategy to be refreshed | Officers and Comms Facilitator |
| 1506-11.2 | Kat to ask The Health Foundation to request a presentation at a future meeting | Kat Young |

New Actions from September 2015 Meeting

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| 1509-1.1 | Terms of Reference to be changed to make the Communications Facilitator role an ongoing one, instead of a two year tenure | Sue Venables |
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| 1509-3.1 | Expressions of interest to represent NQICAN at the Academy of Royal Colleges event on 21 October to Kat | All Network Leads |
| 1509-3.2 | HQIP Workshop - Quality Improvement - Whose Role is It - Date to be decided. Carl Walker to attend or arrange representation from NQICAN | Carl Walker |
| 1509-3.3 | Update website to reflect change of Chair | Tim Lessells |
| 1509-3.4 | Carl and NQICAN members to consider increasing shared learning | Carl Walker |
| 1509-5.1 | Smith Review - Kat to circulate Power Point Slides as a resource for Networks | Kat Young |
| 1509-5.2 | Regional network training Power Point to be circulated as a resource for Networks. (To be distributed with minutes) | Kat Young |
| 1509-8.1 | Jenny to contact Kat re the use of generic e-mail addresses | Jenny Mooney |
| 1509-9.1 | Examples of poor tools re measurement of 7 day service to be forwarded to Cathy Hassell | All Network Leads |
| 1510-11.1 | Network members to inform Julie of any dates that should be avoided in order to book suitable dates for the 2016 NQICAN meetings | All Network Leads |
| 1510-11.2 | Set up agenda item to discuss the use of links to documents instead of e-mailing and governance around this | Julie Hancocks |