

National Quality Improvement and Clinical Audit Network



24th November 2016

Wellington House, 135-155 Waterloo Road, London, SE1 8UG, and by Conference Call Dial-In for the majority of attendees

Minutes

Attendees

Officers

Carl Walker - *Chair*

Sue Venables - *General Secretary*

Core Members

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

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

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

Tracy Millar - West Midlands Effectiveness & Audit Network (MEAN)

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

Sairatha Nimalathevan - North London Clinical Audit Network (NLCAN)

Marina Otley - East Midlands Clinical Audit Support Network (EMCASNet)

Heather Pratt - Cumbria and Lancashire Clinical Audit Network

Michael Spry - Mersey Clinical Audit Network

Julie Hancocks - Communications Facilitator NQICAN

Co-Opted Members

Mark Hannigan - RCPCH

Susan Latchem - Healthcare Quality Improvement Partnership (HQIP)

Richard Arnold - NHS Commissioning Board

Aimee Protheroe - Royal College of Physicians of London

Visitors & Speakers

Victoria Patel - Yorkshire Effectiveness and Audit Regional Network (YEARN)

Apologies

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

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

Michelle Garrett - Greater Manchester Clinical Audit Network (GMCAN)

Stuart Metcalfe - South West Audit Network (SWANs)

Catherine Dunn - North West Mental Health Network

Jen Knight - South Central CA Network (SCCAN)

Paul Gilliatt - East Midlands Clinical Audit Support Network (EMCASNet) Joint Chair with Marina Otley

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

New Actions added at the meeting:

Reference	Action	Assigned to
1611-02.01	Explore and sign up to Linked-In. Let Carl know when signed up.	All Network Representatives
1611-02.02	Check out a Linked-in page for HQIP	Assigned to Sue Latcham
1611-02.03	Contact Richard Arnold with any concerns relating to the new subscription model, and copy HQIP in	Assigned to All Network Representatives
1611-03.01	Plan future agenda item- Different graphic software for data analysis and reporting	Assigned to Carl Walker and Jen Knight
1611-03.02	Networks who haven't submitted their contribution to the annual report to do so as soon as possible	Assigned to Network Representatives
1611-03.03	NQICAN response to AMRC (Emma Vaux) report to be shared with those networks which contributed	Assigned to Carl Walker
1611-03.04	Any networks who did not contribute responses to the AMRC report, to request copy of NQICAN response from Carl, if interested	Assigned to All Network Representatives
1611-03.05	Future Conferences - investigate using Facebook/You Tube to relay presentations etc to those who are unable to attend	Assigned to Carl Walker
1611-03.06	Share slides and supporting information from Patient First Conference	Assigned to Carl Walker
1611-03.07	Feedback attendance demographic of Patient First Conference	Assigned to Carl Walker
1611-03.08	Investigate Datix module for QI	Assigned to Carl Walker
1611-03.09	Misalignment of QI and CA teams – work-up a proposal of what good looks like	Assigned to Carl Walker
1611-03.10	Update map to show linkages between HQIP et al	Assigned to Carl Walker

Reference 1611-05.01	Action National Audit Specification Development Meetings- Tenders and dates to be sent to Julie Hancocks for dissemination to all members of NOICAN.	Assigned to Sue Latcham
Reference 1611-05.02	Action Link to document of documents to be sent for linking on NOICAN website	Assigned to Sue Latcham
Reference 1611-05.03	Action Network feedback on National Audit (YEARN) -Carl to send Nancy Dixon document to YEARN	Assigned to Carl Walker
Reference 1611-05.04	Action Network feedback on National Audit (YEARN) - To be shared on the NOICAN website	Assigned to Carl Walker
Reference 1611-05.05	Action Network feedback on National Audit (YEARN) Paper to be sent to David McKinley for HQIP feedback	Assigned to Jan Micallef (YEARN Representative)
Reference 1611-05.06	Action National Confidential Enquiries - source of reported duplications (e.g. Heart Failure) to be investigated.	Assigned to Sue Latcham
Reference 1611-05.06	Action 7 Day Service Audit - send comments to Carl and Stuart before the March Meeting	Assigned to All Network Representatives
Reference 1611-05.07	Action Costing out Clinical Audit - Northern Ireland finance model to be shared with Carl	Assigned to Robert Mercer

1 Welcome

Declarations of Interest

Patient First Conference – Donation of banner, for mention on website. Pop-Up Stands

Update required to Terms of Reference so that it covers funding from third parties other than HQIP.

Action

- Sue will do some research and draft for next meeting – Sue Venables

Thanks made to Val Bailey – retiring from NHS and MEAN representation & also Carole Evans & Emma Marcroft - South East Clinical Effectiveness (SECEN) who are stepping down as chairs/

New Members: Tracy Millar – Representing MEAN & Uditi Jain (SECEN) – welcome

2 Review of Minutes from Last Meeting

Actions closed since last meeting:

Reference	Action	Assigned to
1609-05.04	All travel claims for the 21st September meeting to be submitted to Mandy Smith within 30 days	All attendees claiming
1609-06.01	Call for volunteers to present 15 minute slots in the QI Theatre at Patient First Conference	All Network Representatives
1609-06.01	Request for one success and one aim from each network to populate the report by end September 12-2016 Report published	All Network Representatives
1609-06.02	All members to review the headings on the info graphic and suggest and amendments, additions or removals 12-2016 Report published	All Network Representatives
1609-06.3	Request room availability from NHSE and book meetings 01-2017 Dates and venues agreed for March and June 2017 meetings. Dates agreed for September and November meetings - venues cannot be booked more than 6 months in advance. Richard Arnold's office to co-ordinate	Julie Hancocks

Open Actions from Previous Meetings:

Reference	Action	Assigned to
1603-05.01	Healthcare Quality Improvement Partnership Clinical Advisory Group. Quality Improvement: Whose role is it? Share forward plan paper when available Update September 2016 - Carl has a further meeting in the next week. No documents to share. Closed. Update June 2016 - Carl has chased for paper	Carl Walker
1606-03.02	NQICAN to prepare a paper in response to Emma Vaux presentation and recommendations Update November 2016 - Paper prepared Update September 2016 - on September meeting agenda. Paper to be completed for publication on the website	Carl Walker
1606-06.07	Need to review funding application guidance- Agenda for December meeting	Carl Walker
1606-06.08	Scope out possibility of NQICAN managing own finances with Mandy and Jane Ingham (provisional date of 28th June	Carl Walker

	made)	
Reference 1606-11.01	Action NQICAN to send separate emails for national audit specification representative requests and scope feedback on each national audit being re-commissioned.	Assigned to TBC
Reference 1609-04.01	Action RA to send brief note on Quality Account view from DH	Assigned to Richard Arnold
Reference 1609-05.01	Action Paper B to be revised to reflect all network meetings	Assigned to Carl Walker
Reference 1609-05.02	Action Networks to check that the event information is up to date on website	Assigned to All Network Representatives
Reference 1609-05.03	Action Further applications for funds - please let Carl know if any allocated funds can be released to support other networks. In future please apply for whole year	Assigned to All Network Representatives
Reference 1609-05.05	Action 2017/18 budget to be established and networks should have plans for submission by the November meeting	Assigned to All Network Representatives & Carl Walker
Reference 1609-06.05	Action Health Foundation Insight Awards Programme - CW to send out details around the call for cascade and feedback	Assigned to Carl Walker

Linked-IN discussion page discussed, this can have a LinkedIn group set up on the NQICAN site, with invite only. Carl will send invites. There is function to add slide shows etc. This will be discussed further at a subsequent meeting.

Actions

- Explore and sign up to LinkedIn – All
- Let Carl know when signed up so that invite can be sent – All
- LinkedIn page for HQIP to be checked out – Sue Latcham

NAGCAE Update

HQIP – the original members are commissioning a support group to form expert advice. Draft Terms of Reference being drawn up by HQIP. New group should be in place in the New Year.

Feedback from networks on new subscription charges for NCAPOP
Funding model changed, it has had massive impact on some organisations in terms of budgets. CASC have shared their independent survey results which support this.

Richard Arnold will look at feedback; letter will come out earlier for 17/18. Mental Health Trusts are only involved in one National Audit which has a separate fee for which the Trusts have already paid. Richard Arnold asked for list of examples where this is happening.

Richard Arnold to discuss plans for 17/18 with HQIP in the New Year.

Action

- Contact Richard Arnold in terms of trust issues/complaints, and copy HQIP in - All

3 Update from the Chair/Officers Update

NQICAN Annual Report

The report has been circulated

Style has been approved – interactive PowerPoint show

Carl endeavouring to publish this week, 6 organisations still to supply information. Carl will go with what we have and update as information comes in.

Aim to give information on what we are doing as an organisation

Actions

- Future agenda item on different graphic software to analyse data and reports – Carl Walker / Jen Knight
- Outstanding Networks to supply annual report information – Network Leads

North West Contacts

Michael Spry has been working to extend contact into the NW area who are not engaging at the moment. Some trusts are interested, but there is no one prepared to take the lead. MS is keen to support the work

NQICAN Response to AMRC QI for better training outcomes

Letter drafted, to feedback directly to Emma Vaux, and not to go public. Carl will speak to Emma directly and give the organisation an opportunity to respond, and then decide to go public.

Actions

- Carl will share with Network Representatives who contributed. – Carl Walker
- If Network Representatives want to read it contact, please contact Carl for a copy.- Network Representatives

16/17 Finance Update

Review of funding indicates that we will be able to keep to the budget for this year. CASNET Training Event did not go ahead in September, so costs can be removed from allocation.

17/18 Plans

May be scope to obtain additional funds from other organisations (e.g. Q Initiative and Allied Health Sciences Networks). HQIP are starting planning so need our input. SL to contact Carl as soon as possible for plan for funding.

SL to contact Carl with plans to build the 17/18 budget

Clinical Audit for Improvement – Feedback for October Event and Request for March 17 Event

- October event went well; good interest was shown in NQICAN.
- Invite to attend for March. Carl has been asked to chair the day. No objections to Carl doing this. Carl will try to get some good rates.
- A number of NQICAN Representatives have been invited to speak.

Feedback from Patient First

Patient First went well. It was nice to see link-up between HQIP and NQICAN as a joint collaboration. Thanks were given to HQIP for funding the NQICAN stand.

Actions

- Investigate using Facebook/You Tube for relaying presentations to those who cannot attend – Carl Walker
- Share slides and supporting information – Carl Walker
- Feedback of attendance demographic – Carl Walker
- Datix module for QI – Carl to investigate – Carl Walker
- Misalignment of QI and CA teams – work-up a proposal to what good looks like – Carl Walker
- Update map to show linkages between HQIP et al.- Carl Walker

Clinical Audit Awareness Week.

Ideal opportunity to promote Clinical Audit in the Trust. Some organisations have set up events/ quizzes/ touring the wards.

Carl encouraging organisations to take photographs to post on Twitter. If organisation does not have Twitter account, send to Carl and he will post.

Health Foundation Clinical Audit Research Call
Paper circulated for information.

Randomised Coffee Trial – Royal College of Emergency Medicine
Some members attended. Found it useful as a networking tool.

4 NHS England Update (not covered elsewhere)

Quality Accounts – paper has gone to National Quality Board. Process for reviewing, proposal going on 30th November.

HQIP reviewing the QA list for 17/18.

Mandated list for next year will hopefully on the HQIP website by mid-December,

5 HQIP Update

Guide to involving junior doctors in clinical audit and quality improvement
New document

Best Practice in Clinical Audit
New document
Positive feedback received

New Products
Ethics Guide to launched before Christmas
Information Governance – close to final version. Reviewed by NHS England. Looking to be published early next year.

Participation in Specification Development Meetings
Invites to attend December 2016 to April 2017:

Action

- Tenders and dates to be sent to Julie Hancocks for dissemination to all members of NOICAN. – Sue Latcham

Happy for attendees to bring views to meetings from other members of networks they have been in contact with.

Request for the guidance in different formats – PowerPoint to be used in communication/training events in Trusts.

Action

- Link to document of documents to be sent for linking on NOICAN website – Sue Latcham

Michael Spry attended participation development meetings – request to reduce the data burden on trusts. There is a focus on patient experience.

National Audit

Network feedback on National Audit (YEARN)

Paper to be sent to David McKinley for HQIP feedback

YEARN identified issues across the network, so it was recognised that these were issues that were probably across participants.

Suggestion that YEARN reference the work of Nancy Dixon (Carl to Share) in the document. Hyperlink to HQIP page listing their Project Manager for each individual audit.

Action

- Carl to send Nancy Dixon document to YEARN – Carl Walker
- To be shared on the NOICAN website – Carl Walker
- Paper to be sent to David McKinley for HQIP feedback - YEARN

National Confidential Enquiries

Link between National Confidential Enquiries, and the role of HQIP. There is some duplication, e.g., Heart Failure. Impact on workload and also keeping clinicians engaged.

Action

- Investigation on where National Confidential Enquiries duplications derived from. – Sue Latcham

It was agreed that the focus needs to move away from acute care into community and social care.

7 Day Service Audit

Concern at local Trust level around the 7-Day Service Audit.

Richard Arnold to find someone to discuss with Carl.

Carl to discuss with Stuart to feedback, all to feel free to contribute

Action

- Send comments to Carl and Stuart before March meeting – Network Representatives

Costing out clinical audit

- How much does it cost local trusts to undertake National Audits?
- Can we also scope out Local Audits? – what value are we getting from Local Audits?
- Looking at capacity in the system to support – we need to make the experience of Junior Doctors in collecting data to support audits a positive one.
- Could costing be part of the audit specification development meetings?
- Robert Mercer (GAIN) – in Northern Ireland they have responsibility for finance of regional audits. Will share information on the model. They have funding but do data collection in their own time.

Action

- Share Northern Ireland audit finance model with Carl – Robert Mercer.

6 NOICAN Questions / Opinion Requests / Matters Arising

Twitter Report

For information – significant growth in followers. Increase was anticipated following Patient First.

Actions

- Carl to ask permission to share accounts. – Carl Walker

Quality Improvement Course

Document included with papers for information

RCEM Quality Improvement Guide

Document included with papers for information

7 Any Other Business

Aimee Protheroe moving onto new role – Handing onto Roz Stanley, Aimee will forward information. She was thanked for her work over the last few years.