

# National Quality Improvement and Clinical Audit Network



7 June 2018  
Skipton House, Elephant & Castle, London,

## Minutes

### Attendees

#### Officers

Carl Walker - Chair

Sue Venables – General Secretary

#### Core Members

Andrew Cantrell (SELCAIN)

Sarah Chessell (SWANS)

Tracey Deadman (SCCAN)

Josefina Gil-Moya (EECANN)

Tracy Millar (MEAN)

Sairatha Nimalathevan (NLCAN)

Victoria Patel (YEARN)

Denise Thompson (SECEN)

Michael Spry (MCAN)

Julie Suman (GMCAN)

#### Co-Opted Members

Leighton Coombs (NICE)

Mark Hannigan (RCPCH)

Catherine Gallagher (FFFAP)

Susan Latchem (HQIP)

Amanda Worsfold (NHS England)

#### Visitors & Speakers

Dr Emma Vaux (RCP)

#### Apologies

Julie Hancocks – NQICAN Communications Facilitator

Donna Staples (EMCASNET)

Nicola Porter (RQIA)

Richard Arnold (NHSE)

*As agreed previously the meeting was extended (10am-3:30pm) with the morning session (items 1-4) open to NQICAN Officers and Regional Network Members only.*

## **1 NQICAN Networking & Sharing Forum (NNSF)**

The NNSF now has over 500 members.

Phase 2 rollout of membership of forum agreed to incorporate:

- National audit providers,
- Royal Colleges,
- Academics
- NHSE,
- HQIP
- QI experts from non-for-profit organisations

Sub-forum has been set up for only CA professionals to provide peer support / advice / raising concerns etc. Next step would be discussing individual project ideas on the forum and good practice in individual Trusts. If there are any posts that don't get a response, this might be a gap so we will consider adding these to NQICAN agenda along with other 'hot' topics on the forum in future.

The following actions were agreed:

**Action:** Ground rules of the site put on the forum so that people are clear when can and can't be posted e.g. shouldn't name individuals or organisations. – CW

**Action:** Regional chairs to be vigilant with members who may have a commercial interest in their connection within the forum and the networks and notify CW and SV.- All Network Leads

**Action:** Should have a line in the sign up to say that any commercial interest or other declaration of interest. – CW

**Action:** Network Chairs to encourage members to use the forum. Consider sharing all papers and presentations for regional meetings on the forum.- All Network Leads

**Action:** Network Chairs please try to log on at least once per week. – All Network List

**Action:** To set-up a forum sub-group for network chairs so they have additional rights including creating forum polls to regional chairs / moving topics etc. – CW

**Action:** CW to continue to produce metrics on uptake / usage / engagement stats for regional network chairs to ensure forum being used effectively.

**Action:** Telecom meetings every other month for new members? To take them, through the basics of the forum and produce a guide – CW

**Action:** If anyone wants any points raised let CW know and he can include in the network newsletters. Can add event (regional network) too, again let CW know - All Network Leads

**Action:** All members to keep their profile up to date. Could the forum ask if profile is up to date annually? Update declarations of interest annually, people to be deleted if they don't log on for [12] months, will receive an email with two months working, could this be set up automatically? - CW

**Action:** NQICAN to advertise for help to maintain / upkeep forum. SV to cover for CW when on AL.

## 2. Annual report

Michael and Si were thanked for their contribution to NQICAN as it's their last meeting. Both were wished well for their future. Laila Gregory will be replacing Si on the group. The new MCAN chair has not been appointed.

**Action:** Michael to inform CW when new chair appointed.

North West network (NECAN) to be re-launched in July. CW to attend.

CW thanked those networks for submitting their annual reports. Those outstanding to send to CW asap **Action** – regional chairs

Carl presented draft annual report including details of our performance against our priorities and financial accounts – amendments to be made and report finalised and shared on the NQICAN website before next meeting. **Action** - CW

## 3. Priorities for 2018/9

Following a presentation from CW on a draft list of ideas – the following NQICAN priorities for 18/19 were agreed:

1) Continue to promote Clinical Audit as a quality improvement process – promoting making data count approach to project analysis

- 2) NQICAN to take a more active role in CAAW this year and develop resources to encourage / support local events
- 3) Continue to develop NQICAN forum – phase 2 membership
- 4) NQICAN to support HQIP NCA procurement and commissioning activity
- 5) Work with HQIP & RCP to support implementation of recommendations for Unlocking the potential: supporting doctors to use National Clinical Audit to drive improvement
- 6) Develop a sustainable business plan for supporting local clinical audit and seek further funding – including protected time for regional chairs
- 7) Continue to strengthen links with other organisations (Q network, NHSI, Royal collages) to develop common goals / joint working – avoid duplication etc.

CW confirmed that there was no pot of money for local audit / NQICAN in the new NCAPOP contract although money for his post as chair had been protected as part of the new contract. Following discussions with NHSE – Richard Arnold has allocated some monies (£16,000) to continue to support the local networks.

Agreed that a plan is needed for supporting local clinical audit and discussions followed around considerations for how best to spend the current budget. It was also agreed that CW would discuss with NHSE to draft up a business plan to finance future for network meetings, events and training. Consider some protected/funded time for regional chair – it was suggested that a day a month to cover meetings (national and regional) and admin would be very helpful for regional chairs to deliver on role and NQICAN work programme **Action** – CW / RA

CW encouraged members to make use of technology to help attendance at regional meeting and events.

It was agreed that the money this year will be split between networks equally. If networks want to pool their monies, this will be encouraged.

**Action** – network chairs to submit plans for 18/19 before end of July 2018.

NQICAN to consider in future other income generation work such as the Review of statistics guide for HQIP which is bringing money in for the networks.

Sarah Chessell reported that the NHS future platform is the NHS cloud. She has a space for SWANS and all other network documents are on there. NQICAN will have a space which means all the network documents are accessible.

**Action:** Standard presentation for NQICAN for people to have to be upload into join work space once live – SC / CW

**Action:** Networks to feel free to invite CW to come and visit a network meeting if he hasn't already been to a meeting - All Network Chairs

CW receives numerous requests to speak. These should be shared between all chairs. Following the success of CWs involvement with RCP FFFAP Board - CW stated that there may be other opportunities to be involved in the boards of National Clinical Audit providers and it was agreed that any requests should be supported where possible.

T&F Group agreed a Clinical Audit should be complete after 1 cycle and actions implemented including real-time monitoring of interventions.

**Action** – CW to write up findings of T&F as a blog article

**Action** - Any volunteers for writing a blog, please contact Carl Walker – Network members

**Action:** Advertise for another social media/web design person to support NQICAN webmaster Tim Lessells and Carl with twitter - CW

**Action:** Consider running a survey to gather info for what members want from NQICAN - Julie Hancocks

NQICAN name is misleading – as clinical audit is a QI process. Following a vote – it was agreed that we would change our name to National Quality Improvement (including Clinical Audit) Network. No change to acronym.

**Action:** CW to develop new logo and launch alongside slightly revised name.

Agreed that wider consultation and vote for standardising names of regional networks will be required in future before any changes discussed further.

**Action:** Put on agenda for September, gauge views in the meantime. Julie Hancocks

#### 4. Clinical Audit Awareness Week (CAAW)

To help make sure Clinical Audit Awareness Week (CAAW) has more impact - it was agreed at the last meeting that NQICAN would take a more proactive approach to CAAW this year. CW confirmed that HQIP would be supporting the week this year on a reduced budget so we will run CAAW in collaboration with HQIP.

Chairs/NQICAN members need to be active in this – SC, Marina Otley and CW to continue to develop resources pack to encourage / help local trusts hold events.

**Action** – T&F group to develop resource and publish in Aug to provide good notice.

**Action** – All network members to share case studies / resources with SC for inclusion in CAAW epack.

*Following lunch the meeting was opened up to the full membership.*

## 5. Governance

No comments received on governance arrangements so ratified for next 2 years.

The network wish Julie Hancock a speedy recovery.

The minutes from March were signed off as an accurate record.

**Action** CW/JH to arrange upload of minutes onto NQICAN website.

## 6. NHSE Update

Correct version of NHS England update paper tabled – please delete electronic version circulated before the meeting as it was sent in error. CW welcomed Amanda Worsfold (NHS England) to the meeting who was attending on behalf of Richard Arnold.

- HQIP have been re-contracted. NQICAN congratulated HQIP on 3 years with option to extend for 2 year contacts.
- Commitment to support local CA and CAAW. Need to collaborate with HQIP to ensure that ideas are aligned. Telecom to include CASC, HCQI (Nancy), Royal Colleges and NICE is required.

Regional commissioners encouraged to have better links with networks. AW referenced the [HQIP guide to commissioning](#) as a useful resource.

**Action:** CW to share paper on the NNSF

## 7. Presentation from NICE

Leighton Coombs presented an update from the NICE Impact team. LC presentation covered NICE impact reports, Uptake database and Impact audit publications planner.

**Action** CW to share presentation slides on the NQICAN forum.

**Action** Members / networks to contact NICE if help / support needed – happy to attend network meetings.

**Action** Members to feedback to NICE on any of the tools / resources presented

## 8. HQIP update

Sue Latchem presented the HQIP update paper.

HQIP has moved offices and visitors welcome.

New contact in place and essentially its business as usual with quality accounts and subscription funding.

Commitment to local Clinical Audit continues but no longer has its own funding pot. NQICAN Funding will be administered through HQIP but approved by Carl Walker (who will be accountable to Richard Arnold) now instead of HQIP.

**Action:** CW to provide guidance for network chairs on applying for funds and where to send invoices for events funded by NQICAN monies.

**Action** HQIP paper to be shared on the NNSF - CW

### Procurement

There have been some updates – see HQIP documents for details.

HQIP need to firm up how topics are added and removed from the programme so that the programme reflects the priorities of NHSE. Mental Health Corp only new project – didn't come to NQICAN for a local Clinical Audit report.

Next year there will be a lot more projects coming through.

### Publication Programme

A request was made to see if the publication programme could include the previous 6 months publication too. Also a request if there could be links to previous bulletins on the HQIP website. **Action** SL

HQIP CAAW plan to include people talking about impact of their Clinical Audit project as part of the continuous feedback / case studies collected by HQIP.

HQIP thanked Carl and T&F group for the work on the statistics guide.

Question in regards to funding and subscriptions. HQIP to provide a clearer answer. HQIP collect subscription on behalf of NHSE who then pay for the NCA. It is NHSE who decide how the funding is managed. **Action** SL / RA

**Action:** NQICAN to put together a paper on the funding & subscription issues raised – CW

Members cited examples of where there are known incorrect data published NCA reports, which are locked down, therefore can't be changed. HQIP has had an instance of this where the incorrect data has been changed. Needs consistency between reporting at site/team/Trust level. Comments to HQIP about the age of data from NCA during CQC inspections, etc.

**Action:** Members to provide SL / HQIP with examples so that this can be investigated.

## 9. Chair's update presentation

Due to time – it was agreed that the chairs update presentation would be circulated for information after the meeting. It was agreed to support the requests for NQICAN / CW time. The NQICAN twitter account and blog continue to receive positive uptake / engagement / feedback.

## 10. Unlocking the potential: supporting doctors to use National Clinical Audit to drive improvement - Dr Emma Vaux

CW welcomed back Dr Vaux who had attended NQICAN last year to discuss ARC work. Dr Vaux provided the committee with a short presentation on the key findings from this report which was funded by HQIP. The discussion following the presentation focused on the importance of role modelling by consultants, giving protected time to doctors and other clinicians for Quality Improvement alongside mentoring and coaching support. Ensure people feel like they've contributed is valuable and useful. The discussion also highlighted the impact of delays with EPR which limits with NCA. Key is aligning data sets.

**Action:** Share assessment tools (for Quality Improvement projects) when agreed by the Board.- Dr Emma Vaux

**Action:** Networks to discuss the document. NQICAN to feedback to Emma after next meeting.- CW

## Close of meeting

The meeting closed at 4pm CW thanking everyone for their contributions. It was agreed that the new style agenda went well and we would continue with this going forward along with extended length.

**Date of next meeting:** Thursday 13<sup>th</sup> September 10:00-15:30.