

YEARN: Yorkshire & Humber Effectiveness and Audit Regional Network

Minutes of the meeting held on Thursday 6th July 2017, 10:00am to 12:30pm NHS Sheffield CCG, 722 Prince of Wales Road, Sheffield

No	Item	Action
15/17	<p>Present: Jan Micallef (Barnsley Hospital NHSFT) Helen Blenkinsop (Leeds Community Healthcare NHS Trust) Catherine Borrill (Greater Huddersfield CCG) Philippa Collins (Rotherham NHSFT) Sue Cross (Sheffield Children's Hospital) Andrew Ferguson (Hull and East Yorkshire Hospitals NHS Trust) Chas Harrison (Doncaster and Bassetlaw NHSFT) Maxine Helliwell (MYHT) Phil Jonas (Sheffield Health and Social Care) Sue Marshall (Airedale NHS Foundation Trust) Julie Michalowski (NHS Digital) Vicky Patel (Sheffield Teaching Hospital) Agnieszka Rogusz-Hopwood (Bradford District Care NHS Foundation Trust) Bev Ryton (NHS Sheffield CCG) Laura Schuller (NHS Sheffield CCG)</p> <p>Apologies:</p>	
	Jan Micallef. Jan has been seconded into a new role working with the Deputy Medical Director therefore will be resigning from the Chair role.	
16/17	<p>Minutes of the last meeting: The minutes of the last meeting held in March 2017 were agreed as an accurate record.</p>	
17/17	<p>Matters arising (not elsewhere on the agenda):</p> <p>HQIP website feedback Changes made to the website but not perfect as still have to go via Google to search for National Audits as not available from HQIP website.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1) All to submit specific examples of issues locating information on the HQIP. Send to Vicky in first instance. 2) Vicky to follow up NQICAN feedback from Rebecca's paper. 	<p>All</p> <p>VP</p>
	<p>HQIP network conferences Note: JM emailed regarding plans to hold an HQIP conference or training for CA / QI staff as useful. No longer provide training for managers but will be publishing reports and booklets.</p>	
	<p>NHS Improvement Academy (NHSIA) IA Training Jan advised that the NHSIA provides free training and it is very good resource e.g. Achieving behavioural change provides valuable information relating to action planning. All training is Yorkshire based.</p>	

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	<p>Risk assessment for non-participation in a national clinical audit. ACTION: Vicky to circulate the Coventry Risk Assessment</p>	VP
	<p>Deanery Jan has a new role and will be the Interim General Manager for Medical Director. This is a 6 month secondment and she promises to keep in touch and help with Deanery questions.</p>	
18/17	<p>Standing item – Finance: The 2017/18 balance relating to Cedar Court has now been paid and there is £52 remaining in the budget.</p>	
19/17	<p>Standing item – update from the National Quality Improvement and Clinical Audit Network (NQICAN):</p> <p>NQICAN keep and monitor expenditure. YEARN can apply for funding equating to £770 for 17/18.</p> <p>Funding available through NQICAN template to be circulated. Vicky could ask if the £52 be sent back to NQICAN to increase one budget to £822.</p> <p>Action: Vicky to circulate the funding template.</p> <p>Action: All to consider how we can benefit from funding.</p>	VP ALL
	<p>NQICAN update</p> <p>Jan: Paper has been sent out but awaiting response from Carl.</p> <p>Vicky suggested sending in a freedom of information request.</p> <p>Robin: will obtain presentation - Sasaru?</p> <p>ACTION: Helen to send link to Robin’s information regarding freedom of information. Vicky to circulate.</p>	HB/VP
20/17	<p>Standing item – update from the Healthcare Quality Improvement Partnership (HQIP):</p> <p>Jan: Integral changes in HQIP. Roles changing and staff have indicated that they will no longer attend network meetings. She has requested an update paper for YEARN but this was declined as they will not be provided any further updates and suggest that they utilise the webpage only.</p> <p>ACTION: Jan to send a formal response to HQIP. To confirm membership and if attending in future.</p> <p>ACTION: Jan: we will update through NQUICAN & NHS England updates</p> <p>Note: NHSE representative invited to attend and NHS Digital already a member. The group agreed that NHS Digital updates</p>	JM JM

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	<p>regarding the national prospective to feature as a standing agenda item</p> <p>ACTION: Agenda to be updated to include the NHS Digital Update</p>	<p>JM</p> <p>Julie Michalowski</p>
21/17	<p>Phil would like to invite a member of the Royal College to attend as lots of issues regarding NA projects and escalations of concerns. Escalation for concern.</p> <p>Phil to invite Royal College to attend YEARN, escalation procedure to be attempted initially.</p> <p>Vicky to Contact HQIP and YEARN can lobby up to NQICAN.</p>	<p>PJ</p> <p>VP</p>
22/17	<p>NHS Digital Julie Document to complete regarding the impact of NCA. Matrix to complete. Part of contract & must be completed & sent to HQIP quarterly.</p> <p>Julie charged with diabetes programme and audits they do to complete the above doc. Julie wants to know how NHS Digital can get this information. Wants to know how we use the data for local improvement. What we support, how we support, what we do. ACTION: Julie to circulate</p> <p>NHS Digital has to provide evidence that the audit has resulted in improvements.</p> <p>HQIP re-tenderising all the cancer audits next year</p> <p>All NHS Digital reports go to HQIP for consultation for 2 months as they want it to go to NHS England too.</p> <p>NHS Digital has 3 year contract for diabetes. Changes afoot.</p> <p>NDA losing consent requirement for the diabetic foot audit. 1st April 2017 – 31st July 2017 – need consent.</p> <p>Patient > 1/8/17 not consented now. Still have to do the fair process section though.</p> <p>HQIP to follow up report as going to go through the NCB – CQC.</p> <p>All NHS Digital have on export functions as think we can extrapolate our local data.</p> <p>Head and neck coming off HQIP list but still on Quality Account.</p>	<p>Julie M</p>
23/17	<p>Annual Report 2016/17: Not done yet. Jan will collate and complete in line with NQICAN report. Very short. New format possible that reflect NQICAN report format.</p>	

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	<p>ACTION: Vicky to liaise with Jan to organise the annual report.</p> <p>ACTION: Send out to YEARN members via email before sending to NQICAN.</p>	<p>JM / VP</p> <p>VP</p>
24/17	<p>Future training sessions Jan to Phil.</p> <p>Risk Assessment Tools were discussed and the members felt that this should be on the training agenda.</p> <p>SC has recently requested information regarding the use of RA tools and this concluded that three YEARN members currently use RA.</p> <p>Members using RA found that once completed risks can be measured and it could highlight patient safety issues and can provide evidence for escalation up to the Board.</p> <p>Phil: Sheffield Health and Social Care Trust e.g. CQUIN, action plan, risk register, Board aware.</p> <p>Jan: If risk is high will be responded by Board.</p> <p>If change not progressing then Board can put pressure on.</p> <p>Vicky Lowe own audit reports risk assessments.</p> <p>Session: risk assessments for audits ACTION: Send to those organisations currently using audit RA tools.</p>	
	<p>ABC Training Session Phil suggest an ABC training session. ACTION: Jan to liaise with NHSI to see if this could be condensed into ½ day session.</p>	JM
	<p>Human Factors Session The AHSN are delivering training. Helen has a contact. Could be a good future training session.</p>	
	<p>ACTION: All to consider and send training suggestions</p>	All
	<p>Standing item – marketing and communications All networks minutes are on the NQICAN website.</p>	
	<p>Standing item – national audit updates and queries Feedback received from YEARN members. Collated responses shared. National Audit Sub Group will submit to HQIP via the feedback route. ACTION: Any further feedback to be sent to VP.</p> <p>Need to be careful about the exact audit communicated about.</p> <p>Julie NHS Digital asked about NHS Digital IBD audit feedback.</p>	All

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	<p>ACTION: Jan to ask again if a telecom with Sandra, Vicky, Jan, Rebecca and Stuart to respond to HQIP.</p> <p>ACTION: For participating Trusts take the adult feedback to org. Vicky to collate final version to recirculate back end of July 2017.</p>	Vicky
	<p>NICE forum BR sent out survey and received nine responses. She will continue collating the data.</p> <p>YEARN must own the NICE forum now. Results sent back to Annie our NICE Contact.</p> <p>Could use NHS Networks to share data for NICE.</p> <p>ACTION: By the end of next week all email BR the named contact person for NICE.</p> <p>Open Forum STP plan to be circulated. New name. Accountable care system.</p> <p>Chas informed the group that he will be leaving as his post due to reorganisation. He would no longer be attending YEARN. The YEARN members thanked Chas for his contributions.</p> <p>Phil: issues with Royal College regarding data collection and identification of patients and results not being received in a timely fashion</p> <p>National results not reflective of local practice and unable to extrapolate local finding.</p> <p>Jan advised that if no response from Royal College then escalate to HQIP. If no joy, YEARN will escalate to NQICAN & NHS England will be aware.</p>	All
	<p>7 Day Working Audits Vicky: local reports for each area issued.</p> <p>Data collection will continue until 2020.</p> <p>Data collection still not clear it was generally felt that the data collection should be done by the service teams and not the audit staff.</p> <p>Post meeting note – Discussed not appropriate to escalate at this stage as the next round of data collection only measures one standard.</p>	
	Many units being re-structured.	

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	<p>YEARN key forum for discussing national audits.</p> <p>HQIP commissioning principle for NCA.</p> <p>HQIP have used the YEARN model.</p> <p>ACTION: Jan to await Sandra's return to take forward. Jan to discuss.</p> <p>ACTION: Steven and Tracey from CASC keen to engage with YEARN. Jan to invite them to attend a guest slot.</p>	<p>JM</p> <p>JM</p>
	<p>Officers Role in YEARN Network:</p> <p>Chair role</p> <p>Sec</p> <p>Treasury now HQIP will hold money</p> <p>NQICAN Rep</p> <p>Deputy chair</p> <p>Communication and Marketing</p> <p>Vicky Patel to chair. Phil to host September 2017 meeting at Fulwood, Sheffield.</p> <p>Deputy chair will be taken by the hosting organisation.</p> <p>Sec will be the hosting organisation.</p> <p>Communications – note taker's responsibility to publish agreed minutes. NQICAN – Vicky and Helen to attend in Vicky's absence.</p> <p>ACTION: Ensure members know what's agreed and any objections to be raised by Fri 21st.</p>	
	<p>Work plan/objectives for 17/18</p> <p>Remove as ongoing actions.</p>	
	<p>Date and time of next meeting:</p> <p>W/C 11/9/2017, Monday or Tuesday</p>	