Actions Arising from National Quality Improvement (incl. Clinical Audit) Network (N-QI-CAN) meeting held on 2nd December 2021 via MS Teams – FINAL DRAFT

Present:

Victoria Patel (N-QI-CAN Chair / YEARN)	Sarah Chessell (N-QI-CAN General Secretary)	Rebecca Shephard (N-QI-CAN Comms Lead)
Jordan Thompson (NECAN)	Guy Whalley (SECEN)	Caroline Rogers (HQIP)
Laila Gregory (LQICAN)	Craig Short (EMCAIN)	Kim Rezel (HQIP)
Emma Lofthouse (SCCAN)	Janette Hunt (GMCAN)	Dawn Chamberlain (External presentation)
Liz Cheal (SCCAN)	Leslie Lawson-Kinross (SWANs)	Sophie Shemwell (External presentation)
Catherine Dunn (CLCAN)	Tracy Millar (MEAN)	Rebecca Campbell (External presentation)
Alka Anoop (EECANN)	Diane Lynch (MEAN)	Helen Outhwaite (External presentation)

Co-opted members

Vicky Holliday (Ambulance Trusts)	Joanne Finney (Primary Care Out of Hours)	Carl Walker (Outgoing Chair)

Apologies

Sarah Byrne (M-QI-CAN)	Florence Enyinnaya (Prison Services)

Supporting papers & presentations for the meeting are available to view on the N-QI-CAN Networking & Sharing Forum (NNSF) - link

Action Log available on request or via link (MS Teams) for N-QI-CAN members.

N-QI-CAN Action Notes – 2nd December 2021 meeting (Actions RAG updated as at 09/03/22)

Action Ref	ITEM / ACTION	BY WHOM	BY WHEN	RAG
1	**Chair's welcome & update key points (Paper B.1)**		**Revised date**	
1.1	VP welcomed all members, and especially Craig Short for his first meeting as regional chair for EMCAIN, members made introductions. No formal apologies received prior to meeting. Chair's update – slides will be circulated with papers. VP checked whether any members have problems accessing the forward plan on the Teams channel, and asked them to contact RS if any problems so this can be resolved. Co-opted members will have this circulated to them as an excel document. Agreed that CW will continue to support with technical side of forum after official handover period.			

RAG Status Key:	5	Complete	4	On Track	3	Some Delay or no update received.	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced

General Secretary election - there were no expressions of interest for Gen sec role by the deadline of 8th November. After discussion with HQIP agreed that instead of extending deadline the group needed to discuss in the meeting and look at succession planning as to why there is not more interest in officer or regional chair roles.

VP was surprised at the number of questions that came into the N-QI-CAN officers over just the last couple of months. Regional chairs should be answering some queries and then escalating to officers if required.

The forward plan is planned for discussion later on the agenda of this meeting. New NNSF layout to be discussed and logo competition. Asked for the chairs to keep their webpages up to date to have most recent information for upcoming meetings, and to contact webmaster or N-QI-CAN inbox with updates.

Webinars and training: currently planned date for webinar with Sam Riley 27/01/22 – some members asked for webinar to be delayed to a non-winter surge month due to concerns over time to attend, this will be further discussed with Sam Riley, to explore moving to a later date. TM asked for the webinar to be recorded and posted afterwards. CW stated that also this is aimed at clinical audit professionals not clinicians, so don't want to put off Sam or miss opportunity, and it was agreed that there is a need to be flexible about planning dates in view of Covid.

Infographics – Piktochart collaboration form has been circulated (Paper G), VP asked whether group will approve this free training to be offered to network members as a webinar. There were no objections and the group agreed to go ahead with Piktochart training.
CW noted that Piktochart need to be regarded as silent partners and will not be advertised by NNSF.

Four Specification Development Meetings recently / coming up – Vicky thanked group members for the NACEL feedback, will continue to circulate emails asking for interest in attending these meetings, noting the importance of members participating when given the opportunity. There was a request for a representative for the Age-related Macular Degeneration audit Advisory Group but no interest so have fed back to them that the group does not have anyone available at the moment.

VP recently went to the SWANs meeting, and would like to attend more of the regional meetings, and also plans to book one to one meetings with all of the regional chairs if possible. Induction for regional chairs has been revised with a new powerpoint pack.

VP updated on activity over first couple of months as chair for the group. Had initially planned to speak at the HCUK conference, but ultimately decided that this was not in the right order, needed to meet with N-QI-CAN and regional chairs before going to the conference. Found the YEARN replacement and succession planning very time consuming.

(12.21.01)	**12/21 ACTION Webinar with Sam Riley** – to be planned and possibly moved to later date	VP/SC	Dec-21	1
(12.21.02)	**12/21 ACTION Chair to meet with Regional Chairs** – VP to plan one to one meetings with all of the regional chairs	VP	Dec-21	1

RAG Status Key:	5	Complete	4	On Track	3	Some Delay or no update received.	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced

2	**Matters arising incl. review of minutes / actions from last meeting (Paper A)**
2.1	Matters of accuracy for minutes of previous meeting 2nd September 2021 (Paper A): the version sent out with the agenda was agreed as accurate. VP noted that on page 8 - the bi-annual report was published in October and so this action is completed, RS to update on action notes before publishing the final draft. Final version with updated actions to be added to our website after meeting. VP requested update on action for chairs to keep the Teams central list of contacts for network members up to date for their networks.
3	**Officers Update (Paper B.2):**
3.1	**General Secretary Update** SC thanked Linda Chadburn, co-regional chair for CLCAN, who is now unable to be part of the group, she will be missed. **Election and appointment of Chair** (September 2021) – Victoria Patel elected, with no objections raised. Previous agreement that new chair would overseen the appointment of the general secretary (SC due to finish 30th September 2021). **Acting general secretary** – proposed that CW cover between September and appointment. Proposal was not supported, and SC was asked and agreed to continue until the appointment of new general secretary. **Election general secretary** – - Expression of Interest (EOI) from the September N-QI-CAN meeting. - HQIP independent supportive role check eligibility of EOIs against criteria (Governance arrangements) - Email sent by N-QI-CAN Comms lead to eligible members requesting call out for EOIs (Deadline Monday 8th November 2021) - No EOI's on the morning of the 10th November, and on discussion with HQIP/N-QI-CAN officers (15th November) agreed to discuss further at the N-QICAN quarterly meeting. **Health Foundation - Insight Research Programme Advisory Group** – 4th Nov 2021. First meeting since SC agreed to attend (delayed - COVID) – recap on programme and workshop to identify core challenges and opportunities for knowledge mobilisation. **Gentle reminder that as Officers we work on your behalf** taking forward the programme. Should we feel that a point needs to be discussed with a wider group we will email you collectively or set up an additional meeting. **Query re-imbursement** – General secretary (GS) update June & Bi-annual report regarding expenditure towards forward plan / T&F Work (review and update finances and reimbursement modelling and support) £1,595.85. Work undertaken with prior agreement of chair and HQIP by the GS in 2020/21 and paid to GS organisation (UHD). **Financial probity** – To re-clarify, N-QI-CAN re-imbursements are overseen by the GS. N-QI-CAN reimbursements are discussed, queried, approved and audited by HQIP. **Declaration of Interests** **2021/22 Q1** (1st April to 30th June). SC to requested via Microsoft form (04/08/21). 15 core members (13*/15 – 92%), 1 co-opted (100%). All stated no interests to declare.

RAG Status Key:	5	Complete	4	On Track	3	Some Delay or no update received.	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced

- – *Lancs & Cumbria & SECEN.
  - – **2021/22 Q2** (1st July to 30th Sept). SC to requested via Microsoft form (17/11//21) (apologies this has been requested late).
- • 15 core members (8/15 – 53%), 5 co-opted[1] (20% 1/5). All stated no interests to declare [1]Co-opted member no longer in post. Noted for audit trail.

N-QI-CAN Regional Network Plans 2021/22
- • SC requested (05/07/21) N-QI-CAN regional network plans by 05/08/21.   Revised form includes virtual meetings and points for FSI (Financial statutory instruction).
- • Each N-QI-CAN regional networks can claim reimbursements for:
  - • Chair's reimbursement of time for their regional network meetings / training (3 per year) or to total £675 per chair role. Chair to provide plan of meetings and evidence of working to role.
  - • Activity reimbursement for training, development etc (max of £350 per regional network). Activity should be agreed with the chair or general secretary prior to being booked / undertaken and should be within FSI (financial statutory instruction) requirements.
  - • Aware discussion to pool monies for training event south and north.
- • **N-QI-CAN regional network plans 2021/22** received from (3/12): GMCAN (JH), SCCAN (EL/LC), EMCAIN (CS)
  - • Please send in your regional plan of re-imbursements for your chair role and training / events.
  - • When you have your approved plan, please submit your invoice for agreed reimbursements of chair activity. Ideally six monthly or quarterly.
- • **Re-imbursement plan for 2022/23** – being prepared. Plan for 2022/23 will note, impact of COVID on regional networks and face-to-face training events inc. decision to run CAAW in spring 2022 due to expected winter pressures and additional workload related to recovery from the COVID-19 pandemic likely to be encountered by Trusts in the autumn 2021.
- • Consideration being given to widening re-imbursements for deputy chairs.

(12.21.03)	**12/21 ACTION Declarations of interest** – Any members that have not yet completed their declaration of interest forms for Q1 or Q2 to complete as soon as possible.	ALL	Dec-21	1
(12.21.04)	**12/21 ACTION N-QI-CAN regional network plans 2021/22** – Any members that have not yet completed to send to SC	ALL	Dec-21	1
4	**Updates from the Regional Networks and discussion to cover successes and challenges, and development of Regional Chair role and succession planning (Paper C):**			

RAG Status Key:	5	Complete	4	On Track	3	Some Delay or no update received.	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced

4.1	Updates from regional members present. Slides to be circulated with the meeting papers **(Paper C).**			
	EECAN – next meeting in Feb 2022, AA planning to step down as has been regional chair for 3 years.			
	EMAIN – suggested improvement project to ask network members why they are not standing for officers roles, and better understanding of role.			
	GMCAN – advantage of virtual meetings - no costs allowing for attendance. DL: need to make clear to GPs what the advantages of the role would be, and it may be better to contact practice managers rather than GPs. JF also suggested contacting VTS and Deanery, as registrars generally undertake audits in the primary care sector.			
	MQICAN – no update as SB was not at the meeting.			
	NECAN – would like N-QI-CAN to speak at a future network meeting. JT to contact VP.			
	SCCAN – VP and SC thanked LC and EL as this will be last meeting as co-chairs if they recruit a new chair at their next meeting as planned.			
	SECEN – Should be the last meeting with GW as interim chair as hoping to elect a new network chair, thanked VP/SC for their support, VP thanked GW/SG for their work as interim chairs.			
	SWANS – Gave verbal update (no slide): Met 17th Nov, 37 attending, VP presented, UCL behavioural change presentation, CW presented on data visualisation, local round up fed back on a lot of good work in the region. Future planning – need to recruit a new chair, need to clarify to members what the role is, hopefully will stop people being apprehensive about volunteering. VP thanked LLK for her contribution as chair as this will be her last meeting.			
	MEAN – have had biannual meetings rather than monthly and have found that this was better attended.			
	CW suggested that co-opted members should also submit a slide and present an update at the regional chair round up for future meetings.			
	CW has made the new version of the forum live, asked if members could have a look during the lunch break for comments.			
(12.21.05)	**12/21 ACTION N-QI-CAN chair to be invited to speak at NECAN** JT to contact VP to invite to upcoming meeting	JT	Dec-21	5
(12.21.06)	**12/21 ACTION Co-opted members to be added to regional updates for future meetings** RS to add to email circulation request for update slides at next meeting	RS	Dec-21	5
5	**Collaborative working (Paper D):**			
5.1	Presentation by Dawn Chamberlain, Director Clinical Improvement – part of the newly formed Transformation Directorate of NHSEI.			
	The presentation focused on three main elements of clinical improvement:			
	• RightCare: national programme producing focus packs to support CCGs/organisations to create good care pathways. Content for this is available on the NHS Futures Platform			
	• Beneficial Changes Network: trying to understand changes/innovation happening on the frontline in response to the pandemic. Shared high			

impact changes that were brought on by BCN. Year two submission for case studies is now open, and they would like to include clinical audits

- National Clinical Audit for Improvement: aiming for more areas to be represented by the clinical audit programme. DC would support bringing people together to co-design new projects.

DL commented that it would be beneficial to have shorter national audits and reduce the burden rather than increase.

DC also highlighted the Trainee doctor eLearning available via HQIP, this is aimed at doctors but asked for group members to look at this and feed back to see if this is also useful for clinical audit managers.

Rebecca Campbell and Sophie Shemwell from NHSEI then led a Jamboard and Mentipoll session including the following questions:
Please rate Priorities for Clinical Audit for Improvement in order of importance
Feedback on the Draft shared purpose for the Knowledge Hub
How can NHS England engage with N-QI-CAN?
How frequently would you like NHS England to engage with N-QI-CAN?

RC/SS will share the outputs from the jamboards after the meeting. NHSEI are happy to go to regional meetings if invited. N-QI-CAN members would like a regular update at N-QI-CAN meetings, SC requested meetings with officers outside main meeting, and also to have an open door policy to allow N-QI-CAN to contact NHSEI if concerns arise.

(12.21.07)	**12/21 ACTION NHSEI to be invited to give updates at upcoming N-QI-CAN meetings along with HQIP** VP/SC to meet with NHSEI team to discuss.	VP/SC	Dec-21	5
(12.21.08)	**12/21 ACTION Trainee Doctor E-Learning** Dawn Chamberlain requested feedback from members on whether this is useful for clinical audit managers	ALL	Dec-21	1
6	**Lunch break**			
7	**Follow up discussions – Development of Regional Chair Role & Succession Planning**			
7.1	SC noted some errors with the dates on the agenda and on slides – to be corrected before being sent out. VP leading on Jamboard session: Development of Regional Chair Role & Succession Planning The questions were: • What would make a difference and encourage more interest in becoming more involved in the Network in roles such as the Chair or Deputy? • Do you already have embedded methods for promoting and enabling succession planning in your own Network? Can you share what you			

RAG Status Key:	5	Complete	4	On Track	3	Some Delay or no update received.	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced

	already do and if you don't currently can you think of anything you would like to do? • What would this programme look like to enable you to develop further in the role? • What would you like to have included in this programme in terms of topics? VP will bring back results in March for further questions. Officers to take this away and then come back, will discuss with HQIP representatives.			
(12.21.09)	**12/21 ACTION Regional Chair and Succession Planning –** VP to bring results back in March meeting for further discussion	VP	Dec-21	1
8	**Update on actions for forward plan (Paper F) & next steps**			
8.1	VP asked for members to look at the forward plan for the March meeting, and to think about where we want to be by this time next year. Asked to go in, and review, and also to think whether they have staff in their teams that might want development opportunities, and if they would like to help with items that are on the forward plan. SC suggested using an extra hour added at the start or end of upcoming N-QI-CAN meetings to take forward Task and Finish Groups. VP would like the planned action to update the N-QI-CAN Training directory available on the N-QI-CAN website to be completed. SC stated that regional network plan needs to be approved for members to have renumerations, SC offered to meet with chairs if needed to help complete the plans. Upcoming dates for next year, VP has arranged dates for March and June and will set up Sep and Dec soon to assist members with planning ahead. VP also requested that network chairs help on forum to respond to queries from forum users. Priorities: VP pointed out that some of the priority tasks from the forward plan do not have an assigned lead, and not all are finished. Also will need to identify the priorities for 2022/23, discussed whether work on the current list should be carried over. Need to report on this by the end of January, plan for a draft list of priorities that VP and SC will create, and then bring back to the March meeting. This was agreed by the members present.			
(12.21.10)	**12/21 ACTION Forward Plan Improvement Priorities for 2022/23** VP/SC will review the forward plan and draft list of priorities to be sent out to members, and then formally approved at the March 2022 meeting.	VP/SC	Dec-21	1
(12.21.11)	**12/21 ACTION N-QI-CAN Training Directory Update** Plan to update the N-QI-CAN Training directory	TM/DL	Dec-21	1
9	**Updates from National Bodies**			
9.1	**HQIP update from Caroline Rogers and Kim Rezel (Paper F)** - Quality accounts on track to be published on time and the denominator for participation figures should be the total number of individual audits - Directory CR included a reminder of their current survey, asked for members to complete - A lot of procurements still in progress, many were delayed due to Covid - Five cancer audits being commissioned			

	- Reports are published on HQIP on the second Thursday of every month - Case studies are now live on the Richard Driscoll Memorial Award - KR requested to let her know if you have any case studies around patient and carer engagement CD volunteered to be part of the specification meeting for psychosis audit, CR stated that this has already happened but there will probably be opportunities on the steering group, CR asked CD to get in touch CW asked in the comments can Lorna / HQIP / NHSEI provide a table for us all to complete please so we are all using same table in our Quality Accounts			
(12.21.12)	**12/21 ACTION Quality Accounts Report** CW asked in the comments can Lorna / HQIP / NHSEI provide a table for us all to complete please so we are all using same table in our Quality Accounts	CR	Dec-21	1
10	**AOB**			
10.1	**AOB items raised:** CW – number of downloads of papers has gone down recently, suggested creating a YouTube video to promote the meeting.			
(12.21.13)	**12/21 ACTION Officers review of promotional video** VP/SC to discuss taking forward	VP/SC	Dec-21	1
11	**Close**			
	SC thanked VP for a productive first meeting as chair, VP thanked members for their participation.			
12	**Date and Time of next meeting – 9th March 2022 10am – 2pm (via Microsoft Teams)** **Future meetings: 14th June 2022** **TBC September 2022**			