

## Cambridgeshire Community Services Trust Board (Public)

### Action Points from November 2018 Meeting

Minute ref	Action	Owner	Due date	Update	Complete?
<b>March 2018</b>					
5.5	The Infection Prevention and Control Annual Report to include an update on sepsis.	Julia Curtis	31 Dec 2018 Revised to February 2019	Annual Report reviewed by QIS Committee in December. Sepsis update not included. Infection Prevention and Control Committee to focus on Sepsis in February 2019.	<b>Not yet due</b>
<b>July 2018</b>					
4.28	To ensure that the Clinical Audit annual report for 18/19 includes a clear statement of assurance that all new and existing NICE guidance had been adopted.	Julia Curtis	30 June 2019		<b>Not due yet</b>
<b>September 2018</b>					
1.19	Clinical audits to be undertaken in Q1/Q2 2019/20 to assess if the breastfeeding assessment tool was embedded and a second one to assess the care plans developed as a result.	Julia Curtis	31 Dec 2019	Infant Feeding Leads across Children's services contacted to coordinate actions 1.19, 1.20 and 1.21	<b>Not due yet</b>
1.20	To review and ensure that the breastfeeding assessment tool template was embedded in SystemOne across all areas.	Julia Curtis	31 Dec 2018 Revised to 31 <sup>st</sup> March 2019	As above – date revised to 31 <sup>st</sup> March 2019 incorporate into wider review/audit	<b>Not due yet</b>
1.22	To review and ensure that staff had clear guidance and appropriate training to support mothers with gestational diabetes.	Julia Curtis	31 Dec 2018 Revised to 31 <sup>st</sup> March 2019	As above – date revised to 31 <sup>st</sup> March 2019 incorporate into wider review/audit	<b>Not due yet</b>
7.6	To ensure consultant job planning is included as part of the Carter Review updates.	Mark Robbins	31 Dec 2018	Confirmed	<b>Yes</b>
12.8	To revise the measures against the objective to provide outstanding care to include metrics for measuring the Trust's people participation.	Mark Robbins Julia Curtis	31 Mar 2019	For discussion as part of the 2019/20 annual planning cycle.	<b>Yes</b>

November 2018					
1.17	To explore with the team whether social prescribing could be used to fund some of the initiatives by the Neuro Rehab team.	Julia Curtis	9 Jan 2019	Contact made with Commissioners for further info	Yes
1.19	To advise the team on accessing funding from local charities.	Geoff Lambert	9 Jan 2019	Geoff Lambert has linked with the team to discuss further.	Yes
1.23	To develop a detailed proposal in collaboration with ELFT for presentation to the executive team and the Board on what support was required by the Neuro Rehab team to continue these initiatives.	Anita Pisani	31 March 2019	Not due yet	Not due yet
1.24	To meet with the Neuro Rehab team and discuss access to innovation funds and charitable funds.	Mark Robbins	9 Jan 2019	Discussed 22 <sup>nd</sup> November with service rep Catherine Maclean, and agreed action to establish future funding requirements and sources of funds for on-going activities.	Yes
1.25	To ensure the network of volunteers being developed for Bedfordshire to include Neuro Rehab services.	Anita Pisani	9 Jan 2019	The team has been put in contact with the Patient Experience team who will support them in developing the volunteer role.	Yes
2.15	To consider opportunities to share learning on the impact of negative experiences for patients with our staff as well as the deanery and the local hospitals involved in training clinicians.	Julia Curtis	9 Jan 2019	Patient story shared with key partners for their consideration and dissemination	Yes
2.19	To discuss with commissioners about increase activity levels in Tissue Viability Service with limited capacity.	Anita Pisani	31 March 2019	Not due yet	Not due yet

4.11	To ensure services continue to use the same provider to access translation services immediately after the transition and then phase in a new way of working over a longer period.	Anita Pisani	9 Jan 2019	This intelligence has been shared with the transitions team for future activities in this area.	<b>Yes</b>
4.12	To check with dental services if there was an emerging trend related to capacity decisions.	Julia Curtis	9 Jan 2019	Checked with service – no increased trend noted	<b>Yes</b>
4.13	To consider whether use of skype for translation services could be introduced across the Trust.	Taff Gidi	9 Jan 2019	DA languages can offer Skype service. Services to be encouraged to use Skype service as part of the ongoing work.	<b>Yes</b>
4.29	To review the process for reporting concerns to see if it could be simplified further and to continue to monitor impact on teams.	Julia Curtis	31 Mar 2019	Liaison undertaken with Service Directors to determining requirements from teams	<b>Yes</b>
4.32	To provide an explanation on the recent trend relating performance against Deprivation of Liberty and Mental Capacity Act targets.	Julia Curtis	9 Jan 2019	Review by Named Nurse Safeguarding Adults and Training Team requested to ensure that only appropriate staff undertake this very specific training.	<b>Yes</b>
7.24	To link with Jenny Russell about the Trust's involvement in innovative work on supporting student nurses in a different way.	Anita Pisani	31 March 2019	Not due yet	<b>Not due yet</b>

8.2	To agree 2 or 3 areas of improvement based on the benchmarking report from internal audit.	Mark Robbins	9 Jan 2019	Overall the Trust performs above its peer group and client group for the Assurance levels given. Improvement area already identified with Internal Audit is the improvement in reporting and implementing Management Actions. This performance is reported in Internal Audit reports to the audit committee.	<b>Yes</b>
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