## Quality 2020 Implementation Team

**Monday 14 October 2013 at 2.00 – 3.30pm,**  
**5th Floor meeting room, Linenhall Street, Belfast**

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| **Present:** Pat Cullen, PHA (Chair)  
Carolyn Harper  
Charlie Martyn, SET  
Olive MacLeod, NT  
Geoff Geddis, NIBTS  
Tony Stevens, BT  
Ian Sutherland, SET  
Glynis Henry, NIPEC  
Patricia Higgins, NISCC  
Oriel Brown, PHA  
Conrad Kirkwood, DHSSPS  
Gavin Lavery, Safety Forum  
John Simpson, ST  
Cathy Jack, BT  
Michael Bloomfield, HSCB  
Cecil Worthington, BT  
Karen Campbell, DHSSPS  
Charlotte McArdle, CNO, DHSSPS  
Ann Witherow, WT  
Lisa Moore, PHA  
Francis Rice, ST  
Marie Roulston, WT  
Paul Morgan, ST |
| **Apologies:** Fionnuala McAndrew, HSCB  
Brenda Creaney, BT  
Alan Corry Finn, WT  
David McManus, NIAS  
Patrick Anderson, BSO  
Oscar Donnelly, NT  
Patricia Donnelly, BT  
Linda Kelly, SET  
Fiona Wright, ST  
Claire Loughrey, NIMDTA  
Marian Murphy, WT  
Jennifer Lamont, DHSSPS |
1. Minutes of the last meeting
   The minutes of the meeting on 8 July 2013 were approved.

2. Matters arising
   Lisa Moore, Project Manager for Quality 2020 has taken up post and has met or is in the process of meeting project leads and all the key stakeholders.

3. Feedback from Steering Group Meeting
   The Steering Group meeting scheduled for August 2013 had to be deferred and has been rescheduled for 28 October 2013.

4. Reports from Task Leads

   Task 1
   DHSSPS have confirmed that the Safety Quality Alerts Protocol is now being applied within the Department. This task is now complete.

   Task 2
   In the absence of a Q2020 Steering Group meeting, Dr Harper sought approval for the minimum data set proposed by the Task 2 Group and approved by the Implementation Team at the 8 July 2013 team meeting. DHSSPS subsequently confirmed on 1 October 2013, that the Phase 1 minimum data set should be issued subject to amendments to the cover letter, specifically that the letter should make it clear that work is still on-going on the development of indicators for some areas. In addition, Trusts should cover social care and patient and client experience in their Annual Reports for 2012/13 and pending regionally agreed indicators, should include indicators/data as available to Trusts on these two areas.

   Following discussion, it was agreed that all Trusts would aim to bring their Annual Quality Reports for 2012/13 to their November Trust Board meetings and should include the minimum data set listed in the letter which will issue to Trusts, plus social care and patient and client experience using data/indicators that are currently available.

   Action: Dr Harper and Mrs Cullen to issue the minimum data set and cover letter as outlined above.

   In relation to Phase 2 of this task, work is underway to develop indicators in community care, social care and mental health.
Following discussion, it was also agreed that the Team should consider whether or not to include process measures relating to compliance with care bundles, for example, invention of falls, and others as appropriate. Membership of the group will be adjusted as necessary to reflect this.

In relation to publication of the Phase 1 Annual Reports, it was agreed that Michael Bloomfield would ask Philip Moore, HSCB PR Officer to liaise with PR colleagues in Trusts and DHSSPS to ensure a coordinated approach in line with DHSSPS requirements.

**Action: Michael Bloomfield to liaise with Phillip Moore as above.**

Conrad Kirkwood will liaise with Trust colleagues in relation to briefing for Minister prior to publication.

**Action: Conrad to liaise with Trust colleagues as above.**

In relation to the Commissioning Direction targets and indicators for 2014/15, it was agreed that it would be helpful if the safety quality section of the Commissioning Direction reflected the minimum data set agreed in Phase 1. Chief Nursing Office and Conrad Kirkwood to feed this back to DHSSPS colleagues.

**Action: CNO and Conrad Kirkwood to action as above.**

**Task 3**

A project initiation document has been drafted. The Workstream are developing a paper on barriers to implementation and will also develop a brief catalogue of existing standards etc., though not of the scale of what was first proposed. Members discussed the proposal to develop an IT system to track dissemination and implementation of guidance and equivalent documents. To test whether or not such a system is required, it was agreed that Michael Bloomfield would ask Anne Madill to contact Karen Campbell and facilitate discussion between Karen and the Governance Leads.

**Action: Michael Bloomfield to ask Anne Madill to liaise with Karen Campbell as above.**

In relation to arrangements for assuring implantation of guidance etc. it was agreed that there would be further discussion about this at the next Medical Directors Forum.
Action: Dr Harper to add to the agenda of next meeting of Medical Directors.

Task 4
Dr Alan McKinney, Acting Medical Director, Western Trust and Ian Sutherland, Director of Social Care, South East Trust, have joined Charlotte McArdle as co-leads for this project replacing Dr Anne Kilgallen, Medical Director, Western Trust. Charlotte McArdle, CNO reported that the Attributes Framework is being developed and progress has been made, taking account of the Berwick Report, other reports and other existing frameworks. The final version of the Framework is expected by the next Implementation Team meeting for approval.

In addition, the Attributes Framework is being mapped against the existing leadership development programmes to ensure that all aspects can be covered through existing programmes, and/or to identify any gaps.

Work is also underway to calculate the demand in terms of staff numbers required to access programmes to develop their skills and attributes.

The Workstream is on track and is continuing on the principle of building quality improvement into existing leadership development programmes.

Task 5
The proposed Phase 2 objectives will be considered at the rescheduled Steering Group meeting on 28 October 2013. Assuming approval, the task group will proceed with the IT technical aspects and support system as a pathfinder project for medical staff. In addition, members agreed that work should begin to identify the minimum mandatory e-learning needs of social workers and nurses as the next phase of work, with a view to consider the needs of other professional staff beyond that. Directors of Social Services and Directors of Nursing to consider who they would wish to nominate as the respective leads for those professional groups.

Action: Directors of Social Services and Directors of Nursing to nominate a lead for their professional group to Dr Harper.

Task 6
The meeting scheduled with CMO and CNO was deferred due to other commitments and DHSSPS are seeking a further date. **Action:** Conrad Kirkwood to arrange a meeting between CMO, CNO, Olive MacLeod, John Simpson, Pat Cullen and Dr Harper.

5. **Draft Communication Plan**
The draft Communication Plan is awaiting Steering Group approval. Lisa Moore, Project Manager has been working with Communications colleagues in PHA and a revised Q2020 logo has been developed. This will be shared with Implementation Team and with the Steering Group for approval.

At last Steering Group meeting, CMO asked CNO to convene a Task and Finish Group to consider how the profile of Q2020 could be raised. An Action Plan has been developed and will be brought by CNO to the next Steering Group. It was agreed that Lisa Moore should join the CNO Task and Finish Group to ensure one co-ordinated Communication/Action Plan.

**Action:** Lisa Moore to contact CNO’s office regarding dates for Task and Finish Group meetings. Lisa Moore to send the option(s) for revised Q2020 logo to the Implementation Team and to Conrad for the Steering Group.

6. **Issues to be raised with the Steering Group**
The following issues/items will be brought to the Steering Group:
- Task 2 – final cover letter and document issued – for noting
- Task 5 – Task Group proposal to move to Phase 2 – for approval
- Draft Communication Plan – for approval
- Overall Progress Report – for noting

7. **Proposals for 2014/15**
Members to consider proposals for 2014/15 for discussion at January 2014 meeting. Charlotte McArdle raised the issue of measurement of the organisational culture as a way of evaluating progress overall. This will be considered further in the context of other actions to support staff in promoting a culture strongly focused on quality and safety.
8. Date of next meetings

- Monday 13 January 2014, 2.00 – 4.00pm, Conference Room 4, Linenhall Street.
- Monday 14 April 2014, 2.00 – 4.00pm, Conference Room 4, Linenhall Street.
- Monday 14 July 2014, 2.00 – 4.00pm, Conference Room 4, Linenhall Street.
- Monday 13 October 2014, 2.00 – 4.00pm, Conference Room 4, Linenhall Street.