

QUALITY STRATEGY (Q2020) STEERING GROUP MEETING

FRIDAY 25 JANUARY 2019 at 10.00a.m, D2 CONFERENCE ROOM, CASTLE BUILDINGS

MINUTES

Attendees

Dr Michael McBride – Chief Medical Officer, DoH
Dr Paddy Woods - Deputy Chief Medical Officer, DoH
Brian Godfrey, Safety Strategy Unit , DoH
Hugh McCaughey – CEO SEHSC
Charlotte McArdle - Chief Nursing Officer, DoH
Jackie Johnston - Deputy Secretary, DoH
Dr Adrian Mairs - Director of Public Health/Medical Director, PHA
Mary Hinds, Director of Nursing and Allied Health Professionals, PHA
Barbara Campbell, Assistant Director of Social Work, Quality Improvement & Workforce, SEHSCT, Programme Manager HSCQI
Grainne Cushley, Q2020 Project Manager, PHA
Karen Jeffrey, Safety Policy Branch, DoH
Richard Magowan, Safety Policy Branch, DoH – (Secretariat)

Apologies

Sean Holland –Chief Social Services Officer, DoH
Valerie Watts – CEO HSCB/PHA
Ann McGlone – Willowbank Community
Dr Anne Kilgallen - CEO, WHSCT

1. Welcome and Introduction

1.1. Dr McBride welcomed all attendees and apologies were noted.

2. Minutes of the Meeting on 5 October 2018

Paper DoH1

2.1. Dr McBride advised that minutes of the previous meeting on 05 October 2018 were circulated to the Steering Group for comment on 29th October 2018. No comments were received. Members were content and agreed the minutes of the last meeting.

3. Action Points

Paper DoH2

- 3.1. Dr McBride referred attendees to the three Action Points from the previous meeting detailed in paper DoH2. The Action Point for the Department is complete. The two action points attributed to the Implementation Team are also complete. Mr Godfrey gave an update on the Action Point for the Department.
- 3.2. **AP1: Complete** - It was suggested that the Risk Register be reviewed to reflect the most recent position. The Risk Register has been reviewed and is a reflection of the current position. There was discussion around Risk Number 3 and how Q2020 visibility with the Department can be improved.
- 3.3. **AP2: Complete** – A paper has been provided and will be covered under agenda item 6.
- 3.4. **AP3: Complete** – A new date was arranged and Dr Woods and Professor McArdle attended on 18th January 2019.

4. Implementation Team Action Points

- 4.1. The Implementation Team had two action points to address. These were covered under agenda item 3.

5. Q2020 Progress Report January 2019

Paper IT1

- 5.1. Ms Hinds referred members to the Task Amendments Table contained within paper IT1. Ms Hinds advised that an extension has been requested to April 2019 for Supporting Staff Involved in SAls & Other Incidents task to allow for more people to refer to the service, with view to formally evaluating in April 2019. Also, an extension to March 2019 is being requested for Reducing Surgical Never Events task. Both extensions were agreed.
- 5.2. Ms Cushley gave an overview of the work ongoing with Q2020 tasks as outlined in section 2 of Paper IT1.

- 5.3. Ms Cushley provided an update on work that is continuing on raising awareness of Q2020. Ms Cushley informed members that the video on Quality Improvement produced for World Quality Day will feature at the NI Stand at the upcoming International Quality Forum. Also, the PHA/HSCB will continue to use social media to promote a different topic each month throughout the year.
- 5.4. Dr Mairs suggested looking into the possibility of putting updates on every HSC Trust intranet site. Dr McBride stated this links to raising Q2020 awareness within Department.
- 5.5. Ms Cushley gave an overview of upcoming Q2020 events, outlined under section 5 of Paper IT1. There was discussion around the International Quality Forum on 27th-29th March 2019 in Glasgow. It was suggested that the media be notified prior to this event and briefed on the learning that can come from such an event.

Action Point 1 – DoH – SSU to liaise with David Gordon in respect to media handling.

Agenda Item 7 was brought forward.

7. Developing Professional Leadership Task Presentation

- 7.1. Ms McArdle gave a presentation on Q2020 Attributes Framework – Capability and Capacity Planning to provide an update on this task.
- 7.2. There was a discussion on the next steps. Ms McArdle stated she will discuss the introduction of regional level 4 QI training for Boards with Fergal Bradley, the IHRD Implementation Manager.
- 7.3. Dr McBride requested that a paper be circulated for consideration prior to the next Q2020 Steering Group meeting.

Action Point 2 – Professor McArdle/Implementation Team – To draft a paper on Capability & Capacity Planning and circulate to members for consideration prior to next meeting.

- 7.4. Dr McBride thanked Mr McCaughey for his contribution to the implementation of Quality 2020 and wished him well in his new role.

Dr McBride and Professor McArdle left the meeting.

6. Review of Adult Learning Styles

Paper IT2

- 6.1. Ms Hinds gave an overview of Paper IT2, Supporting Learning and Behaviour Change at the Front Line of Care.
- 6.2. There was discussion on the challenges which make learning from incidents difficult. These include information overload due to the increasing volume of guidance or new learning which is available. Staff are being forced to make choices in what they read due to time pressures.
- 6.3. It was agreed that a workshop to explore next steps led by HSCQI would be a good first step.

Action Point 3 – Implementation Team – To arrange a workshop led by HSCQI to explore next steps.

8. AOB

- 8.1. No other business was raised.

Please note the dates of future meetings

Friday 14 June 2019 at 10:00 am in D2 Conference Room

Friday 11 October 2019 at 10:00 am in D2 Conference Room

Summary of Action Points

Ref	Action Point and Update	Responsible Owner
1	SSU to liaise with David Gordon in respect to media handling of the International Quality Forum.	SSU
Complete		
2	To draft a paper on Developing Professional Leadership and circulate to members for consideration prior to next meeting.	Implementation Team
Deferred until October 2019 meeting – currently undertaking further work on dosing formula and evaluation of level 3 QI programmes.		
Ongoing		
3	To arrange a workshop led by HSCQI to explore next steps.	Implementation Team
Adult learning styles has been discussed at a range of workshops over last few months.		
Complete		