

RAG Rating/Status

At risk	Red - Action date passed or revised date needed
On track	Yellow - Action on target to be completed by agreed/revised date
Complete	Green- Action complete
No longer needed	Blue - Action to be removed and/or replaced by new action

QUALITY, SAFETY AND IMPROVEMENT COMMITTEE ACTION LOG

Meeting Item Reference	Action Reference	Lead	Meeting Item Title	Details of action	Update on progress	Original target date	Revised target date	RAG rating/Status
OPEN ACTIONS FOR REVIEW								
OPEN ACTIONS - IN PROGRESS BUT NOT YET DUE								

ACTIONS RECOMMENDED TO BE CLOSED AT (18 May 2022) MEETING

QSIC 202208_19/56/2021	QSIC 2021	Helen Buschell / Rh	Quality Governance Self- Assessment Update	The Committee considered discussions around quality improvement and the need for a tracker to ensure that various elements were not lost during integration. RBW and the Board Business Unit agreed to ensure that these elements would be tracked and cross referenced from a governance perspective going forward.	<p>May 2022: Action to be closed. This has been incorporated into the Forwad Look for the Committee, which is on the agenda 18 May 2022 Meeting.</p> <p>February 2022: The Quality Governance arrangements recommendations are being incorporated in the Forward Plan for the QSI Committee for 2022/23. This will be considered by the Committee in May 2022. As part of the forward look, we will cross reference each of the outstanding actions to provide assurance to the committee that these are being taken forward.</p> <p>Revised target date requested to May 2022 to align with the report on the forward work plan</p> <p>October 2021 - In Progress</p>	31/01/2022	31/05/2022	Complete
QSIC 202208_19/56/2021	QSIC 2021	Meng Khaw	Bi-annual Policy Update	MK to provide an update on the timeline to approval of the out of review Medicines Management and Code of Practice Policy	<p>May 2022: A further update has been provided for May 2022 as part of the Bi-Annual Policy update: ' Mapping of scope of practice in PHW has been undertaken. No specialist capacity available to complete policy review.'</p> <p>Suggest that this action be closed on the log, with a further discussion on the matter at 18 May 2022 meeting, as part of the Bi-annual policy update.</p> <p>Feb 2022: Whilst the mapping of medicines management has been undertaken, I have not been able to progress with the redraft of the policy as we do not have a lead to do this and our SLA with C&V for pharmaceutical support does not believe this is in scope. Therefore, this is likely to be delayed. The Committee will be reviewing all policies and procedures within its remit as part of the Bi-Annual Policy Update to Committee in May 2022. A further update on progress with this policy will be provided as part of this report. Revised target date requested to May 2022.</p>	January 2022	May 2022	Complete
QSIC 2022_02_15/3.1	QSIC 2022/01	John Bolton	Putting Things Right Report Quarter 3	JB suggested tabling a paper at the next Committee meeting which would describe how the QI Hub supports the work within the Quality, Nursing and Allied Health Professional's directorate. The Chair confirmed the Committee's request for indicative timings of improvement plans to the Quality Dashboard	<p>May 2022: JB has confirmed that this will be included on 18 May 2022 meeting agenda within the deep dive and report on quality. Suggest action is closed.</p>	May 2022		Complete
QSIC 2022_02_15/3.1	QSIC 2022/02	Stuart Silcox	Putting Things Right Report Quarter 3	The Committee noted the suggested improvement plans for the Quality Dashboard; and went on to request a timeline for the process improvement aspect, the delivery outcomes to measure the difference made, and how it would connect with the wider improvement and outcomes work.	<p>May 2022: The quality dashboard is currently under development – a request has been made to update the complaint aspect of the dashboard to include the addition of informal complaints. These updates are expected to have completed by the end of June 2022. The dashboard will then be further developed once these updates have been completed to include the incidents and claims section (approximately by the end of August 2022) The intention is that the dashboard will drill down further to identify key areas of concerns. This data will then be used to guide discussions across the organisation to highlight themes and trends and influence potential quality & improvement work as agreed with Directorates and Divisions.</p>	May 2022		Complete

QSIC 2022_02_15/3.2.1	QSIC 2022/03	John Bolton	Quality and Clinical Audit Plan Update 2021/22	JB reflected on the need to consider quality improvement programmes as an extension to the audit process, and agreed to liaise with SS, CW and JT to consider how the Hub could help the team to drive the improvement work going forward. The Committee requested an update on the linkages and next steps, at the appropriate time.	May 2022: JB has confirmed that this will be included on 18 May 2022 meeting agenda within the deep dive and report on quality. Suggest action is closed.			Complete
QSIC 2022_02_15/3.3	QSIC 2022/04	Francesca Thomas	Alerts Report Quarter 3	The Committee reflected on the work underway to strengthen the dissemination of alerts and requested FT provide an evidence based assurance update to the Committee at the appropriate time.	May 2022: The review of the alerts process is currently underway. It has been confirmed that there will be a safety alerts module on datix cloud which will go live with the Delivery Unit in the first instance. This will see the dissemination of alerts via the datix cloud system. There will be a Safety Alerts Work stream formed to start developing an All Wales approach. This development is all underway with no confirmed date of completion at this stage. A further update will be provided to the committee at the appropriate time.			Complete
QSIC 2022_02_15/3.4	QSIC 2022/05	Chris Orr	Health and Safety Report, Quarter 3	The Committee recommended that timelines be added against the implementation of actions against incidents in future report iterations for assurance purposes. CO agreed with this recommendation and commented that he would also provide an update to JW following receipt of the relevant information reports.	May 2022: Chris Orr provided an IP5 RIDDOR update to KE and JW via email on 26.04.22, noting that all recommendations had been completed and the individual returned to work. Suggest action is closed.			Complete
QSIC 2022_02_15/4.2	QSIC 2022/06	Neil Lewis	Strategic and Corporate Risk Registers	In relation to Strategic Risk 1, an inability to sustain the COVID-19 response: The Committee were informed that the change was due to the likelihood of occurrence rather than impact to the organisation, but noted that the requirement to mobilise trained staff would require a recruitment solution over an extended period of time. JR advised that this would be considered at the next People and Organisational Development Committee and an update would be provided at the next Quality, Safety and Improvement Committee meeting.	May 2022: This was raised at the PODC meeting on 16 February. <i>'The Committee referenced the increased risk surrounding staffing issues in response to the pandemic, and specifically within Health Protection and Screening Services, which had been brought up at the Quality, Safety and Improvement Committee meeting on 15 February 2022.</i> <i>NL explained that the increased risk had also been discussed at length at the Business Executive Team, which focused on the wellbeing aspect for staff, recognising the pressures within the Organisation at this time.</i> <i>AJ also explained that this increased risk was associated with the start of the Omicron wave of the pandemic, with significant risk of increased absenteeism due to sickness absence. Recent conversations with Meng Khaw indicate an improvement in the situation.'</i> Suggest action to be closed, noting that for further discussion at the next PODC meeting following the outcome of the revision to the Strategic Risk Register which is being considered/approved by the Board in May.	Feb 2022		Complete