

# Quality, Safety and Improvement Committee Meeting / Y Pwyllgor Ansawdd, Diogelwch a Gwella Cyfarfod Agored



Wed 13 December 2023, 09:30 - 12:00

dydd Mercher 13 Rhagfyr 2023

## Agenda

09:30 - 09:35 **1. Welcome and Apologies for Absence / Croeso ac Ymddiheuriadau am Absenoldeb**  
5 min

**Diane Crone**

Chair / Cadeirydd

09:35 - 09:35 **2. Declarations of Interest / Datganiadau o Ddiddordeb**  
0 min

09:35 - 10:35 **3. Workshop: Screening Services / Gweithdy: Gwasanaethau Sgrinio**  
60 min

Workshop facilitated by Claire Birchall / Gweithdy wedi'i hwyluso gan Claire Birchall

**Sharon Hillier**

Director Screening Division/ Gyfarwyddwr Adran Sgrinio

**Meng Khaw**

National Director of Health Protection and Screening Services, Executive Medical Director / Cyfarwyddwr Cenedlaethol Gwasanaethau Diogelu Iechyd a Sgrinio a Chyfarwyddwr Meddygol Gweithredol

10:35 - 11:45 **4. Items for Assurance / Eitemau i'w sicrhau**  
70 min

**4.1. Putting Things Right Report (Quarter 2 2023-24, including National Reportable Incidents) / Adroddiad Gwneud Pethau'n lawn (Chwarter 2 2023-24, gan gynnwys Digwyddiadau Adroddadwy Cenedlaethol)**


10:35 - 10:55 20 mins

**Angela Cook**

Assistant Director of Quality, Nursing and Allied Health Professionals / Cyfarwyddwr Cynorthwyol dros Ansawdd, Nyrzio a Gweithwyr proffesiynol Perthynol i Iechyd

**Claire Birchall**

Executive Director of Quality, Nursing and Allied Health Professionals (Interim) / Cyfarwyddwr Gweithredol (Dros Dro) - Ansawdd, Nyrzio a Gweithwyr Proffesiynol Perthynol i Iechyd

 4.1 QSIC 2023\_12\_13 - Q2 PTR Report.pdf (12 pages)

**4.2. Alerts Report (Quarter 2 2023-24) / Adroddiad Rhybuddion (Chwarter 2 2023-24)**

10:55 - 11:00 5 mins


**Angela Cook**

Assistant Director of Quality, Nursing and Allied Health Professionals / Cyfarwyddwr Cynorthwyol dros Ansawdd, Nyrzio a

Gweithwyr proffesiynol Perthynol i lechyd

**Claire Birchall**

Executive Director of Quality, Nursing and Allied Health Professionals (Interim) / Cyfarwyddwr Gweithredol (Dros Dro) - Ansawdd, Nyrsio a Gweithwyr Proffesiynol Perthynol i lechyd

 4.2 QSIC 2023\_12\_13 - Alerts Report Q2 2023.pdf (5 pages)

**4.3. Break / Egwyl**

11:00 - 11:10                      10 mins

**4.4. Quality and Clinical Audit (Mid-Year Update) / Archwilio Clinigol ac Ansawdd (Diweddariad Canol-blwyddyn)**


11:10 - 11:30                      20 mins

**Wayne Jepson**

Head of Quality, Engagement and Collaboration / Pennaeth Ansawdd, Ymgysylltu a Chydweithio

**Claire Birchall**

Executive Director of Quality, Nursing and Allied Health Professionals (Interim) / Cyfarwyddwr Gweithredol (Dros Dro) - Ansawdd, Nyrsio a Gweithwyr Proffesiynol Perthynol i lechyd

 4.4 QSIC 2023\_12\_13 - Interim Quality and Clinical Audit Plan 2023\_24 v4.pdf (10 pages)

**4.5. Arrangements for Medical Devices Management / Trefniadau ar gyfer Rheoli Dyfeisiau Meddygol**

11:30 - 11:40                      10 mins

**Meng Khaw**

National Director of Health Protection and Screening Services, Executive Medical Director / Cyfarwyddwr Cenedlaethol Gwasanaethau Diogelu lechyd a Sgrinio a Chyfarwyddwr Meddygol Gweithredol

**4.6. Health and Safety Report Quarter 2 2023-24/ Adroddiad lechyd a Diogelwch (Chwarter 2 2023-24)**

11:40- 11:45                      5 mins

**Neil Desmond**

Head of Estates and Health & Safety / Pennaeth Ystadau a lechyd & Diogelwch

 4.6 QSIC 2023\_12\_13 - Health and Safety Report Q2 2023-24 031023 v1 .pdf (14 pages)

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11:45 - 12:00  
15 min

**5. Items for Approval / Eitemau i'w cymeradwyo**

**5.1. Minutes, Action Log and Matters Arising of meeting - 18 July 2023 and 12 October 2023 / Cofnodion, Log Gweithredu a Materion Yn Codi Cyfarfod - 18 Gorffennaf 2023 a 12 Hydref 2023**


11:45 - 11:50                      5 mins


**Diane Crone**


Chair / Cadeirydd

 5.1a QSIC 2023\_12\_13 - Unconfirmed QSIC Minutes PUBLIC 2023\_07\_18 v01.pdf (8 pages)

 5.1b QSIC 2023\_12\_13 - Unconfirmed QSIC Minutes PUBLIC 2023\_07\_18 v01\_CY-GB (Final).pdf (9 pages)

 5.1c QSIC 2023\_12\_13 - Unconfirmed QSIC Minutes PUBLIC 2023\_10\_12.pdf (9 pages)

 5.1d QSIC 2023\_12\_13 - Unconfirmed QSIC Minutes PUBLIC 2023\_10\_12 v0\_CY-GB.pdf (9 pages)

 5.1e QSIC 2023\_12\_13 - QSIC Action Log.pdf (3 pages)

## 5.2. Policies and Procedures for approval / Polisiau a Gweithdrefnau i'w Cymeradwyo

11:50 - 12:00


10 mins

With LT for endorsement to QSIC:


- Putting Things Right Incident Management Procedure / Gweithdrefn Rheoli Digwyddiadau Gweithio i Wella
- Putting Things Right Complaints Procedure /Gweithdrefn Rheoli Cwynion Gweithio i Wella
- Medicines Management Policy / Polisi Rheoli Meddyginiaethau
- Medical Devices Policy / Polisi Dyfeisiau Meddygol
- Consent to examination and treatment Policy / Cydsyniad i bolisi archwilio a thrin
- Exposure Injury Policy / Polisi anafiadau amlygiad

 5.2 QSIC 2023\_12\_13 - PTR Incident Management procedure for approval.pdf (47 pages)

 5.2 QSIC 2023\_12\_13 - PTR Complaints Procedure for approval.pdf (62 pages)

 5.2 QSIC 2023\_12\_13 - Medicines Management Policy for approval.pdf (36 pages)

 5.2 QSIC 2023\_12\_13 - Medical Devices Policy for approval.pdf (45 pages)

 5.2 QSIC 2023\_12\_13 - Updated Consents All Wales Wales - Cover Report.pdf (3 pages)

 5.2 QSIC 2023\_12\_13 - AW17 Consent to Examination or Treatment Policy Amended 7.12.23.pdf (93 pages)

 5.2 QSIC 2023\_12\_13 - Sharps Management Policy for approval.pdf (25 pages)


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12:00 - 12:00

## 6. Items to Note / Eitemau i'w nodi

0 min


### 6.1. Committee Work Plan 2023/24 / Cynllun Gwaith y Pwyllgor 2023/24

 6.1 QSIC 2023\_12\_13 - 2023-24 QSIC Work Plan.pdf (8 pages)

### 6.2. Infection Prevention & Control, Safeguarding and Health and Safety Terms of Reference / Cylch Gorchwyl Atal a Rheoli Heintiau, Diogelu ac Iechyd a Diogelwch

 6.2 QSIC 2023\_12\_13 - Reporting Groups cover paper.pdf (5 pages)

 6.2 QSIC 2023\_12\_13 - Reporting Groups Template.pdf (2 pages)

 6.2 QSIC 2023\_12\_13 - Health and Safety TOR.pdf (6 pages)

 6.2 QSIC 2023\_12\_13 - Safeguarding Group Meeting TOR Final.pdf (4 pages)

 6.2 QSIC 2023\_12\_13 - IPC Group Meeting TOR.pdf (6 pages)

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12:00 - 12:00

## 7. Closing Administration / Gweinyddiaeth i gau

0 min

- Any Other Business / Unrhyw Fusnes Arall
- Committee Feedback / Adborth y Pwyllgor
- Date of Next Meeting (21.02.24) / Dyddiad y Cyfarfod Nesaf (21.02.24)

### 7.1. Close of Public Meeting / Diwedd y Cyfarfod Cyhoeddus

Yn unol ag [Adran 1 (2) o Ddeddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd) 1960 (c.67)] bydd cynrychiolwyr o'r wasg ac aelodau eraill o'r cyhoedd yn cael eu gwahardd o weddill y cyfarfod hwn oherwydd natur gyfrinachol y busnes sydd i'w drafod, gan y byddai rhoi cyhoeddusrwydd iddo yn niweidiol i les y cyhoedd.

That representatives of the press and other members of the public will be excluded from the remainder of this meeting having regard to the confidential nature of the business to be transacted, publicity on which would be prejudicial to the public interest in accordance with [Section 1(2) Public Bodies (Admission to Meetings) Act 1960 (c.67).