

Countess/ Kisiizi Link – Project Board

Friday 12th September 2008

Countess/ Kisiizi Link – Project Board Member		Attendance	
Consultant Radiologist	Dr. Gian Abbott (GA)	<input checked="" type="checkbox"/>	
Head of Department (Community & Child Services), University of Chester	Ms. Ann Bryan (AB)	<input checked="" type="checkbox"/>	
Principal Pharmacist	Ms. Joanne Crawley (JCr)	<input checked="" type="checkbox"/>	
Assistant Director of IM&T	Mrs. Monique Duffy-Brogan (MDB)		Apologies received.
Consultant Paediatrician (retired)	Dr. Gareth Evans-Jones (GE-J)	<input checked="" type="checkbox"/>	
Chief Executive	Mr. Peter Herring (PH)	<input checked="" type="checkbox"/>	
Divisional Manager, W&C	Mrs. Sarah Hoyle (SH)	<input checked="" type="checkbox"/>	
PICC Service Team Leader	Mrs. Ileene Macaulay (IM)	<input checked="" type="checkbox"/>	
PA to the Head of Human Resources	Mr. Phil Owen – Secretary (PO)	<input checked="" type="checkbox"/>	
Dietitian	Miss Abigail Price (AP)	<input checked="" type="checkbox"/>	
Specialist Spinal Practitioner	Miss Heather Shilliday (HS)	<input checked="" type="checkbox"/>	
Consultant in Emergency Medicine	Mr. John Sloan (JS)	<input checked="" type="checkbox"/>	
Fundraising Manager	Ms. Kate Taylor (KT)		Apologies received.
Chief Accountant	Mr. Ray Thomas (RT)	<input checked="" type="checkbox"/>	

Notes

Action

1.	<p>Minutes Agreed as an accurate representation of the last meeting.</p>	
2.	<p>Fundraising Although this is on the agenda for the next meeting, John Sloan had a suggestion regarding Christmas cards using the photos from the trip, and felt this needed to be addressed before the next meeting.</p> <p>Action – John Sloan to work with Stephen Winterson to get some samples for the next meeting.</p>	JS/SW
3.	<p>50th Anniversary Celebrations in November Peter Herring has not yet received an invite, although they have been sent from Kisiizi. However, he is thinking of going if the dates can be worked into his diary.</p> <p>If the group can think of anyone else who would be appropriate to go, please inform John Sloan ASAP.</p> <p>Action - Joanne Crawley to arrange for the appropriate medication.</p>	PH All JCr
4.	<p>Websites A meeting has been arranged with Monique Duffy-Brogan, John Sloan, Sarah Hoyle and Stephen Winterson to agree the content of the web pages, and feedback to the next Project Board meeting.</p>	SH/ MDB/ JS/ SW

	<p>Action – Stephen Winterson to put the news story on the website.</p> <p>Action – Heather Shilliday to revise the PowerPoint slideshow presented at the last meeting, so it can go on the website.</p>	<p>SW</p> <p>HS</p>
5.	<p>Project Plans Four projects have been identified as follows:</p> <p>1. Kisiizi Nursing Care Improvement and Education Provision Plan: - see attached handout. - they have identified 15 key staff at Kisiizi who will be fundamental to making the changes work. - these staff will identify 10 key policies that we will then help them get written and implemented. The aim is to look at nursing in practice (e.g. bed baths/ transfusion) and help them get it right. - COCH staff will work with ward managers and tutorial staff at Kisiizi so they can roll the training out.</p> <p>2. Pharmacy Project: - Part one is to assist with the medicines procurement and processes, helping them to quantify and maintain their stock levels (e.g. proper max./ min. re-order processes). - Part two is to establish a link with the Drug & Therapeutics Committee. - This has been discussed with staff at Kisiizi and they are keen to pursue it.</p> <p>3. Radiology Project: - Part one is to help with their equipment and training as there is a lot of scope here to help them improve. The existing person has limited training, so sending a Radiographer would help to address this. The environment is not safe at the moment, with the old equipment, so we are also looking to help with this. - Part two is around Ultrasound. We are about to replace some equipment at the Trust, so we could send out the old equipment with an Ultrasonographer, who would provide them with relevant training. Gian Abbott is currently investigating transportation options as there is an organisation in North Wales who can transport equipment to Uganda. Linda Williams will provide more details at the next meeting. We also need to ensure that our liability regarding any equipment we send is covered in an agreement before it goes out.</p> <p>4. HR/ Finance/ IM&T: - Sarah Hoyle will take the lead on this project as there are various aspects that need to be co-ordinated. - Kisiizi's strategy has run out and they said they'd update this and send it to us. Once we've got this, we can identify the work streams for the next 3 years. - It is proposed that we focus on competencies in year one, job descriptions in year two and appraisals in year three.</p> <p>The Project Board has agreed that each of these projects should be investigated further, and more detailed plans will be presented at the next meeting.</p> <p>Action – the project leads to circulate a more detailed business case for discussion at the next meeting.</p>	
6.	<p>Communications Stephen Winterson is about to issue a Countess bulletin regarding the scoping visit.</p> <p>Heather Shilliday has agreed to write an article for the Pulse.</p>	<p>SW</p> <p>HS</p>

	<p>Once the plans have been agreed, John Sloan will arrange for a Project Plan poster to be displayed around the Trust.</p> <p>Stephen Winterson has arranged for an article to go in the Countess brochure, which is in the local newspaper this week.</p> <p>Communication channels – it was agreed that we should have one designated point of contact at the Countess and at Kisiizi, to maintain regular communication links between the two organisations. This would probably be Moses at Kisiizi.</p> <p>Action – the group should consider who the best person for this role is. Expressions of interest should be discussed at the next meeting.</p>	<p>JS</p> <p>SW</p> <p>SH</p>
7.	<p>Project Board Membership</p> <p>Jeni Carden, Assistant Service Manager in Surgery, is leaving the Trust, so has now left the Project Board.</p> <p>Phil Owen is leaving his post in HR to take up a new role as Assistant Service Manager in Surgery, so it has been agreed that he can remain on the Project Board, but he will stop being the secretary after this meeting.</p> <p>Sarah Hoyle's PA will be the Project Board's secretary from now on.</p> <p>It was agreed that it may be appropriate for Terry Wardle to attend these meetings.</p> <p>Action – John Sloan to discuss this with Terry Wardle.</p>	<p>JS</p>
8.	The revised terms of reference have now been approved by the Project Board.	
9.	THET Conference Raffle Tickets were issued by Sarah Hoyle and anyone who has taken them should return the stubs and money to her as soon as possible.	
10.	There is a sub-group of the Project Board being established at Chester University and Ann Bryan will remain the link person on the Countess' Project Board.	
11.	<p>Next meeting: Friday 17th October at 12.30 p.m. in the Boardroom, T-Block.</p> <p>Future meetings: Friday 14th November at 12.30 p.m. in the Boardroom, T-Block. Friday 19th December at 12.30 p.m. in the Boardroom, T-Block.</p>	