

CLINICAL GOVERNANCE COMMITTEE WORKPLAN

Clinical Governance Committee Planner 1 April 2022 to 31 March 2023

Standing Items for every Clinical Governance Committee meeting

- Apologies
- Declarations of interest
- Minutes of last meeting
- Patient Experience and Feedback
- Integrated Performance & Quality Report
- Public Health
- Emerging Issues /Executive and Professional Leads Reports by Exception [§]
- Reports by Exception with Minutes from Patient Quality and Safety Groups/Argyll and Bute Clinical and Care Governance Group
- Risk Register
- Infection Control & Prevention Report
- Information Assurance Report
- AOCB
- Reporting to the Board
- Date of next meeting

CLINICAL GOVERNANCE COMMITTEE WORKPLAN	
28th APRIL	
• SPSO Report	Clinical Governance Team
• Complaints (Themes & Action taken) ^{***}	Clinical Governance Team
• Transfusion Committee 6 mthly Update by exception ⁺	Chic Lee
• Public Health - health protection	Public Health Team
• Health & Safety Committee 6 mthly Update by exception ⁺	Fiona Hogg/ Bob Summers
30th JUNE	
• Strategic Risk Register	Boyd Peters & Tim Allison
• Area Drugs & Therapeutics 6 mthly Update by exception ⁺	Ian Rudd
• Adverse Events and SAERs	Clinical Governance Team
• Highland Implementation of Flow Navigation Centre Update	Hazel Smith/Carolyn Forsyth
• R,D & I Annual Report	
1st SEPTEMBER	
• Winter Plan 2022/23	

• Annual Complaints Report***	Clinical Governance Team
• Organ & Tissue Donation Committee 6 mthly Update by exception ⁺	Marian MacKinnon
• Public Health - health improvement	Public Health Team
• Duty of Candour Annual Report	Clinical Governance Team
• Excellence in Care Update	Heidi May
• Highland HSPC Clinical Governance Annual Report*	CO Highland HSCP
• Argyll & Bute HSCP Clinical Governance Annual Report*	CO A&B HSCP
• Annual Review of Committee Terms of Reference	Board Secretary
3rd NOVEMBER	
• Older People in Acute Hospital (OPAH) Update	Heidi May
• Strategic Risk Register	Boyd Peters & Tim Allison
• Screening Services Update	T Allison
• SPSO Report	Clinical Governance Team
• Transfusion Committee 6 mthly Update by exception ⁺	Chic Lee
• Health & Safety Committee 6 mthly Update by exception ⁺	Fiona Hogg/ Bob Summers
JANUARY 2023	
• Area Drugs & Therapeutics Committee 6 mthly Update by exception ⁺	Ian Rudd
• Adverse Events and SAERs	Clinical Governance Team
• Complaints (Themes & Action taken)***	Clinical Governance Team
• Public Health - health intelligence and support for health services	Public Health Team
• Public Protection Reporting	Committee Chairs
MARCH 2023	
• Strategic Risk Register	Boyd Peters & Tim Allison
• Clinical Governance Committee Annual Report	Mirian Morrison
• 2021/22 Workplan	Board Support Services
• Organ & Tissue Donation Committee 6 mthly Update by exception ⁺	Marian MacKinnon

To be Scheduled:

- Increasing direct patient feedback
- Overview of Clinical Governance processes and systems within Acute & Community Services
- Cancer Services follow up
- Clinical Governance & Social Care
- Realistic Medicine Update
- Remobilisation & Recovery issues and risks
- Framework of improvement and service delivery
- Mental Health Services

Guidance Notes:

*The purpose of this report is to recommend that the Committee consider the annual update provided on the Clinical Governance arrangements and work in the 2 Health and Social Care Partnership (HHSCP & A&BHSCP).

***The purpose of this report is to recommend that the Clinical Governance Committee note the range of work across complaints & feedback and patient experience across NHS Highland and to approve the Complaints & Feedback Annual Report.

§ This agenda item is to provide room for urgent issues that need to be escalated to the Committee on any matter relating to Clinical Governance, usually by Executive and Professional Leads, so that these can be brought to the attention of the committee timeously.

+ Committees formally reporting to the Clinical Governance Committee are asked to report 6mthly by exception reporting. In addition, the Infection Control & Prevention Committee & Information Assurance Group are asked to report at every meeting.