Clinical Governance Committee (CGC)
Workplan 2016/17

Standing Items to be Received by CGC	Aim	Lead	Approver	Deadline	Status
Minutes of Previous Meeting	To record the discussion from CGC meetings	PA to Director of Nursing, Midwifery & Acute Services	Medical Director / Head of Clinical Governance & Quality	For all meetings	Document
Action Tracker	To record actions from CGC meetings and to ensure they are appropriately actioned	PA to Director of Nursing, Midwifery & Acute Services	Medical Director / Head of Clinical Governance & Quality	For all meetings	Document
Forthcoming 'Key Agenda Items' for CGC	**Aim**	**Speaker**	**Approver**	**Deadline**	**Status**
1 Patient Safety	To inform and assure CGC with respect this NHS Scotland Quality ambition - "There will be no avoidable injury or harm to patients from healthcare they receive, and an appropriate clean and safe environment will be provided for the delivery of healthcare services at all times."	Clinicians and Services Leading on Patient Safety activties		To address a key issue or topic area at one of the CGC meetings in 2014/15	
	Infection Control Report (Every meeting)	Infection Control Manager	Director of Nursing, Midwifery & Acute Services	25 May 16 13 July 16 21 September 16 16 November 16 January 17	

				March 17	
	Adverse Event Overview and Thematic Reports (Every second meeting unless Exception Reporting)	Quality and Clinical Governance Facilitator and Thematic Topic Specialists	Head of Clinical Governance & Quality	13 July 16 21 September 16 January 17	
	Quarterly Hospital Standardised Mortality Report (including Annual Mortality Review Update in September 2015) (Every quarter)	Associate Medical Director (Clinical Governance & Quality)	Head of Clinical Governance & Quality	25 May 16 16 November 16 March 17	
	Annual Patient Safety Programme Report	Quality and Clinical Governance Facilitator	Head of Quality and Clinical Governance	March 17	
	Very High Risk Management Report (Twice a year)	Risk & Safety Manager	Director of Nursing, Midwifery & Acute Services	25 May 16 16 November 16	
	Occupational Health Report (Once a year unless Exception Reporting)	Head of Health & Wellbeing	Director of Workforce & Planning	November 2016	
	Claims Update (Twice a year unless Exception Reporting)	Risk & Safety Manager	Director of Nursing, Midwifery & Acute Services	May 2016 November 2016	
2 Person Centred	To inform and assure CGC with respect this NHS Soctland Quality ambition - "Mutually beneficial partnerships between patients, their families, and those delivering healthcare "services which respect individual needs and values, and	Clinicians and Services Leading on Person Centerdness activities	Approver	To address a key issue or topic area at one of the CGC meetings in 2014/15	

	which demonstrate compassion, continuity, clear communication, and shared decision making				
	Patient Feedback (Twice a year unless Exception Reporting)	Head of Clinical Governance & Quality	Head of Clinical Governance & Quality	25 May 16 16 November 16	
	Scottish Public Services Ombudsman Report updates (verbal)	N/A	General Manager for Unscheduled Care	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
3 Effectiveness	To inform and assure CGC with respect this NHS Soctland Quality ambition - "The most appropriate treatments, interventions, support, and services will be provided at the right time to everyone who will benefit, and wasteful or harmful variation will be eradicated"	Clinicians and Services Leading on Effectiveness	Approver	To address a key issue or topic area at one of the CGC meetings in 2014/15	
	Clinical Board Governance Reports	Associate Directors of Nursing/Service Manager/Associate Medical Director	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
	Public Health Clinical Support Report	Joint Director of Public Health	Joint Director of Public Health	13 July 16 January 17	
	Research Governance Report	Research Coordinator	Head of Clinical Governance &	21 September 16	

			Quality		
	Inspection and Review Reports	Associate Directors of Nursing and/or Head of Clinical Governance & Quality	Appropriate Director	As Required	

4 Assurance	Clinical Governance Committee Reports	Exec Director/Head of CG&Q and Clinical Governance Leads	Approver	As Required	
	Clinical Governance Work Plan	PA to Director of Nursing, Midwifery & Acute Services & Head of Clinical Governance & Quality	Head of Clinical Governance & Quality	March 17	
	Clinical Governance Annual Report	PA to Director of Nursing, Midwifery & Acute Services & Head of Clinical Governance & Quality	Chair	March 17	
	Clinical Governance Terms of Reference and Self Assessment	PA to Director of Nursing, Midwifery & Acute Services & Head of Clinical Governance & Quality	Chair	13 July 16	

Annual Agenda Items for CGC	Aiming to Inform and Assure the CGC in Relation to Specific Work Areas Including:	Speaker	Approver	Deadline	Status
Pharmacy Annual Update	Pharmacy activities relating to quality and clinical governance	Director of Pharmacy	Associate Medical Director (Mental Health & Learning Disabilities)	21 September 16	
Occupational Health Annual Update	Occupational health activities relating to quality and clinical governance	Head of Work & Wellbeing	Director of Workforce & Planning	July 2016	
Children's Services Annual Update (incl. GIRFEC)	Children's service activities relating to quality and clinical governance	Head of Children's Services/ Child Health Commissioner	Director of Nursing, Midwifery & Acute Services	16 November 16	

Director of Public Health Annual Update (incl. screening programmes)	Public health activities relating to quality and clinical governance	Consultant in Public Health Medicine	Joint Director of Public Health	13 July 16	
Child Protection Annual Update	Child protection activities relating to quality and clinical governance	Head of Children's Services/ Child Health Commissioner	Director of Nursing, Midwifery & Acute Services	13 July 2016	
Adult Protection Annual Update	Adult protection activities relating to quality and clinical governance	Associate Director of Nursing – Mental Health	Director of Nursing, Midwifery & Acute Services	January 17	
Medical Appraisal Annual Update	Medical appraisal activities relating to quality and clinical governance	Lead Appraiser	Medical Director	21 September 16	
Medical Education Annual Update including GMC survey results	Medical Education activities relating to quality and clinical governance	Director of Medical Education & Associate Medical Director	Medical Director	16 November 16	
Suicide Annual Update to Healthcare Improvement Scotland (HIS)	Suicide review and prevention activities relating to quality and clinical governance	Associate Director of Nursing – Mental Health	Director of Nursing, Midwifery & Acute Services	July 17	
Care of Older Adults in Hospital (OPAH) Annual Update	Care of older adults and dementia activities relating to quality and clinical governance (includes dementia, wound care, falls and nutritional care).	Associate Directors of Nursing – Acute and Mental Health	Director of Nursing, Midwifery & Acute Services	Update – July 16 January 17	
Maternity Services and Severe Maternal Morbidity Annual Update	Maternity services and severe maternal morbidity activities relating to quality and clinical governance.	Associate Nurse Director/Head of Midwifery and General Manager for Women and Children's Services	Director of Nursing, Midwifery & Acute Services	March 17	

End of Life Care	End of life care relating to quality and clinical governance.	Associate Medical Director (PACS)	Medical Director	May 2016	
Blood Transfusion	Blood transfusion relating to quality and clinical governance.	Consultant Anaesthetist / Transfusion Practitioner	Medical Director	January 2017	
Clinical Documentation Annual Update	To provide quality and clinical governance to the clinical documents. (Every 2 years)	Clinical Governance & Quality Facilitator	Head of Clinical Governance & Quality	16 November 16	SEE LAURA
Infection Control Annual Update	Infection control relating to quality and clinical governance.	Infection Control Manager	Director of Nursing, Midwifery & Acute Services	13 July 16	
Items for Noting					
Child Protection Committee Minutes	To inform and assure the CGC of work underway through the Committee.	Representative from Child Protection Committee	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
Adult Protection Committee Minutes	To inform and assure the CGC of work underway through the Committee.	Representative from Adult Protection Committee	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
Public Governance Committee Minutes	To inform and assure the CGC of work underway through the Committee.	Chair Public Governance Committee	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17	

				March 17	
BGH Clinical Governance Group Minutes	To inform and assure the CGC of the work underway through the Group.	Chair of the BGH Governance Group	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
PACS Clinical Governance Group Minutes	To inform and assure the CGC of the work underway through the Group.	Chair of the PACS Governance Group	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
Learning Disabilities Clinical Governance Group Minutes	To inform and assure the CGC of the work underway through the Group.	Chair of the LD Governance Group	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
Mental Health Clinical Governance Group Minutes	To inform and assure the CGC of the work underway through the Group.	Chair of the MH Governance Group	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	
Public Health Clinical Governance Group Minutes	To inform and assure the CGC of the work underway through the Group.	Chair of the PH Governance Group	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	

National Audit Reports	To inform and assure the CGC of National Audits. (Exception Reports may be required)	Chair	N/A	25 May 16 13 July 16 21 September 16 16 November 16 January 17 March 17	

Developments	Aim	Speaker		Deadline	Status
Improve information shared between CGC and other sub-committees of the Board	To improve awareness and transparency and information sharing	Chairs of Board Sub Committees		Ongoing	