

**PUBLIC TRUST BOARD ACTION LOG**

<b>Trust Board date</b>	<b>Minute ref</b>	<b>Action agreed</b>	<b>Add to TB planner</b>	<b>Lead Director</b>	<b>Completion date</b>	<b>Date cleared</b>
5 September 2017	663/17	Patient Experience Report in October to focus on the FFT for Paediatric Patients		Director of Nursing	3 October 2017	To go to QGC January Complete
5 September 2017	693/17	Quality and Safety progress reports to include the previous months data to see if progress is being made		Director of Nursing	3 October 2017	Work ongoing. Agenda item January Complete
5 September 2017	742/17	Review of capital programme priorities to take place to agree where the additional funding should be released to		Deputy CEO	3 October 2017	No confirmation of funding. Capital programme subject to review. Statement of issues submitted to NHSI.
3 October 2017	785/17	Microbiology cover mitigation for the short medium and long term to be provided to QGC.		Dir of Nursing	31 October 2017	Joint Appt made with Nottm. Complete
3 October 2017	809/17	Revalidation improvement plan to be monitored through the Workforce and OD Committee.		Mrs Truscott	Jan 2018	Referred to W&OD Agenda item for Feb. Complete
15 December 2017	961/17	Training needs assessment for equipment to be		Director of Estates and	26 January 2018	Ongoing work with MD.

		added as risk to risk register		Facilities		Update through QGC Complete
15 December 2017	962/17	Assurance from medical devices group ( Dr Samra) to be sought regards extent of equipment and criteria for training requirements		Medical Director	26 January 2018	Ongoing work with MD Update through QGC Complete
15 December 2017	975/17	Missed observations to be reviewed at the Clinical Cabinet alongside the deterioration of the Grantham position in relation to observations.		Director of Nursing	26 January 2018	
15 December 2017	990/17	Workforce and OD Committee to receive an interim update on the Nursing Establishment Review		Director of Nursing	30 March 2018	
15 December 2017	991/17	Nursing Establishment report to be shared with the Clinical Directorates		Director of Nursing	26 January 2018	Complete
15 December 2017	994/17	Formal report in relation to the Guardian of Safe working to be presented to the Workforce and OD Committee. Medical Director to write formally to Dr Varma regarding this.		Medical Director	26 January 2018	Agenda item for Feb
26 January 2018	28/ 18	Message of thanks to go out from CEO to all staff for efforts made during heightened pressures over the winter period.		Chief Executive	23 February 2018	Issued. Complete
26 January 2018	52/18	Review mortality reviews that have not been graded and investigate the cause of this.		Medical Director	23 February 2018	Initially grading was being omitted by clinicians. Once this was picked up grading was made mandatory field on the review submissions. Complete

26 January 2018	54/18	Clarity to be obtained around the coding review and timescales. Matter to be delegated to Quality Governance Committee.		Penny Owston	23 February 2018	To be considered at March QGC
26 January 2018	103/18	Executive Directors to take action to ensure that all elements of the BAF were adequately populated.		Executive Directors	23 February 2018	BAF circulated and updates received and included in agenda item. Complete