

**ACTION TRACK FOR PUBLIC MEETING OF BOARD OF DIRECTORS  
29 July 2014**

<b>Agenda item no</b>	<b>Title of item</b>	<b>Agreed action</b>	<b>Lead officer</b>	<b>Deadline for completion</b>	<b>Date completed</b>
3	Patient Experience Story	Miss Holt agreed to look at establishing a champion at FHN for patients with learning disabilities	Miss R Holt		
6	Chief Executive's Report	Miss Holt to arrange for the impact of VitalPAC to be monitored.	Miss R Holt		
		Miss Holt to review information gaps in specialist services relating to VitalPAC patient monitoring.	Miss R Holt		
		Miss Holt to arrange for Mrs L Garcia, Directorate Manager, to attend a future Board meeting to present on VitalPAC	Miss R Holt		
7	Performance Report June 2014	Mrs Watson to consider how potential further benefits may be obtained from the national collaborative work on the management of the delivery of the 18 weeks targets.	Mrs S Watson		
		Mrs Watson agreed to look at the approach to the recovery of the 18 weeks targets to see if there are any learning points to improve the cancer targets.	Mrs S Watson		
		Mrs Watson agreed to report back to the September Board meeting on the trust's half-year performance against the CQUIN measure.	Mrs S Watson	September	

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9	Healthcare Associated Infections (HCAI)	Miss Holt to bring to the August meeting headlines from the external review report.	Miss R Holt	August	
		Miss Holt to report on actions to standardise practice and reduce central line infections.			
		Miss Holt to ensure that non-executive directors continue to receive the weekly Clostridium difficile bulletin and that actions from Professor Wilcox's review to be included in the next briefing.			
11	Nurse Staffing Review Quarterly Report	Miss Holt to include a focus on midwifery services in the next quarter report,			
12	Financial Position for the Period Ending 30.6.2014	Mr Newton agreed to ensure the risks associated with non-payment for over-trading were included in the risk register.			
14	Staff, Friends and Family Test	Mr Harrison agreed to feedback to the national team a request to adopt an easier to understand reporting model for the results.			