

# DONCASTER LINK – MEDICATION GROUP – MEETING SUMMARY

**Date:**  
31 August 2011

**Time:**  
10am

**Venue:**  
Doncaster Business Innovation Centre

**Attendees:**  
Rita Holdsworth, Dot Head, Paul Morton, Deirdre Coward, Joan Shacklock, Margaret Marrison, Gwen Campbell (Host), Jan Higgins (Host) and Dave Dutton (Host)

**Apologies:**  
Kay Kirk, Joyce Parrott and Meurig Pari-Jones

**None Attendees:**  
Dunlop Griffith

The Medication group has been formed as a direct result of work carried out by the Discharge from Hospitals and After Care Group which highlighted an area of concern around medication for patients awaiting discharge from hospital.

*The following is purely to give the essence of the meeting.*

**Opening:**  
The Host opened the meeting by welcoming all and introductions were made

- **Item 7 – Agree Chairperson.** This item was moved ahead of item 2. The Host requested notes of interest from members of the group wanting to become Chair and Vice Chair. Rita Holdsworth registered an interest in Chairing the group and Dot Head in being Vice Chair. As no other notes of interest were made all agreed to Rita Holdsworth becoming Chair and Dot Head becoming Vice Chair.
- **Item 2 – Code of Conduct/Declaration of Interests.** Rita Holdsworth stated the code of conduct and requested if there were any conflict of interests – none were given. Rita highlighted to the group that any work undertaken needed to be something that could be achieved before the contract came to an end on 31<sup>st</sup> March 2011.
- **Item 3 – Apologies.** Apologies for members of the group who were unable to attend were given. Rita suggested that due to the size of the group it would be prudent to close the group off to any other members wishing to join, to which all agreed.

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- **Item 4 – Purpose of meeting.** All agreed the purpose of the meeting would be to establish a key area of work for the group to focus on based around medication issued to patients upon discharge from hospital.
- **Item 5 – Purpose and key objectives of group.** The group agreed to focus on Recommendation 3 of the *'Discharge from Hospitals and After Care Survey Report – Report of Implementation by Service Providers of Recommendations'* which is as follows:

*All medication for patients awaiting discharge from hospital to be available within the Government guideline of 4 hours.*

It was agreed the objective of the group would be to improve service provision.

The group stated they would like to invite Andrew Barker (Clinical Director Pharmacy and Medicines Management at the Doncaster Royal Infirmary) to the next meeting to answer questions based around medication issued to discharged patients. It was agreed the meeting should ideally take place before 27<sup>th</sup> September 2011. If Andrew Barker is unavailable (or a representative) then all agreed to the meeting taking place after 4<sup>th</sup> October 2011.

**Action:** Host to liaise with Andrew Barker to arrange a meeting. When agreed Host to inform all Medication sub group members.

Rita Holdsworth suggested she talk to her previous contact at St Mary's Hospital to see if the problem regarding medication issued to patients upon discharge from hospital - which was highlighted to the group during the initial work carried out by the Hospital Discharge Group - was still an area for concern. The group agreed it would be beneficial to the group for Rita to make contact.

**Action:** Rita to make contact and feed back her findings to the group at the next meeting.

Rita also suggested she make contact with Alaina Challens (Length of Stay Transformation Delivering Better Health Programme based at Doncaster Royal Infirmary) to see if any work is currently being carried out with regards to medication issued to discharged patients. Again, all agreed this would be beneficial to the group.

**Action:** Rita to make contact and feed back her findings to the group at the next meeting.

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- **Item 6 – Agree Terms of Reference.** A request was made that the Host prepare a draft copy of the group's Terms of Reference and issue to all for discussion at the next meeting.

**Action:** Host to prepare a draft copy and issue to all members of the group.

- **Item 8 – Confirm date of next meeting.** The group discussed various dates for the next meeting to take place and agreed to base it around the availability of Andrew Barker.

**Action:** Host to inform the group when the next meeting date had been arranged with Andrew Barker.

- **Item 9 – Any Other Business.**

### **Pharmacy 'Robotics' Project Approved**

Rita Holdsworth issued a magazine article to the group stating that *'The £1.1m project to automate medicines supply systems – receipt, storage and retrieval – has been approved and will 'go live' in May 2012'*.

### **Work Plan**

The group requested the Host create a work plan for the group.

**Action:** Host to create/update and issue a copy to the group at the next meeting.

- **Item 10 – Close.** The meeting closed at 11:15am.

### **Minutes prepared and submitted by:**

Jan Higgins (Senior Administrator – Doncaster LINK Host)

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