

DONCASTER LINK – DISCHARGE GROUP – MEETING SUMMARY

Date: 19th May 2010 **Time:** 2pm

Venue: DBIC

Attendees:

Rita Holdsworth Paul Morton
Dot Head Donna Cibor

Apologies: Margret Marrison

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

Opening: The meeting opened with Rita Holdsworth welcoming all and introductions were made.

- **Item 3 – Minutes from 21/04/10.** All agreed the notes were correct with no amendments.
- **Item 4 – Discuss results from first report sent** The group discussed and agreed any amendments of the first report.

Action: The Host to amend the title of **Appendix 2** to read Diary of Carer of 70+ Year Old Female Patient of Doncaster Royal Infirmary and Comment Item 4 – to read **dispense** a prescription instead of **fill** a prescription.

The group was all issued copies of a letter that had come from the Mayor's office; no further comments had been received.

Action: A copy of the letter to be included with the report sent to the CQC.

During the meeting the amendments to Appendix 2 were completed by the Host and agreed by the group.

The final report is now complete and ready to go to print.

Action: The Host to send to the printers and 500 copies to be produced with revised copies going to the following people with a letter that was dictated by the group to the Host.

The Mayor
Joan Beck
John Leask
Annette Laban
Nigel Clifton
Nick Arckle
Roger Greenwood

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It was also agreed that copies of the final report along with a Introductory letter would be sent to the following:

All 19 people on page 2 of the report under Research Process
Denise Gardner (DRI)
Person at DRI covering Discharge (Rita to supply name)
All LINK Executive Board
Quality Care Commission
NHS Doncaster Head of Pharmacy
Martin Walker DMBC
Dr Rupert Suckling Director of Public Health
All Doncaster and Mexborough members of Parliament
Andrew Brankin DRI Head of Pharmacy

Action: Host to find all the correct titles of each of the above when sending the report, copy of the GP Access introductory letter to be sent to Rita Holdsworth in helping create a similar letter for the wider publication of the report.

- **Item 5 – Review/Update Action Plan.**

Action: The Host to update the action plan and send out copies to all members.

- **Item 7 – Any Other Business.** None

- **Item 8 – Follow up Discharge Procedure Group Meeting:**
It was agreed the next meeting would be held on Tuesday 5th October 2010 from 2pm at the Doncaster Business Innovation Centre.

- **Item 9 – Close:** The meeting closed at 4pm.

Minutes submitted by: Donna Cibor

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