

DONCASTER LINK – DISCHARGE GROUP – MEETING SUMMARY

Date:

6th January 2011

Time:

1pm

Venue:

DBIC

Attendees:

Rita Holdsworth (Chair), Paul Morton, Kay Kirk, Dorothy Head, Marie Lane, Donna Cibor (Host) and Jan Higgins (Host).

Apologies:

Margaret Marrison

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

Opening: The meeting opened with Rita Holdsworth (Chair) welcoming all and giving apologies for members unable to attend.

- **Item 3 – Minutes from 24/11/10:** Notes correct with no amendments.

Matters arising from previous notes:

Item 4: Discussion with Sarah Stovin (Matron based at Tickhill Road Hospital). Rita informed the group she had had a positive discussion with Sarah Stovin. Rita asked Sarah if the Discharge from Hospitals and After Care Survey Report had been helpful. Sarah stated *‘the survey had helped to confirm the Trust is on the right track with changes that need to be made around discharge’*. Rita suggested Sarah Stovin and Alaina Challans (Length of Stay Transformation Delivering Better Health Programme based at Doncaster Royal Infirmary) be invited to the next meeting to give clarification on a number of questions to be put together by members of the sub group.

Action: All members to submit to the Host questions to be asked at the meeting by Friday 14th January 2011. The Host to draft a questionnaire and email to Rita Holdsworth to amend/authorise. Host to send a copy of the questionnaire to all Hospital Discharge Group members and a copy to Sarah Stovin and Alaina Challans.

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Action: Host to Liaise with Sarah Stovin and Alaina Challans to request they attend the next Discharge Group meeting to be held in February 2011, preferably Thursday 17th or Wednesday 24th February 2011.

Item 4: Discussion with Noreen Wilkinson (Length of Stay Transformation Delivering Better Health Programme base at Doncaster Royal Infirmary). The Host stated information via telephone had been received from Noreen Wilkinson, verbally stating the procedures currently in place with regards to hospital discharge. The group requested the information in writing and a copy sending to Noreen asking for confirmation that the contents are correct. The group also agreed to ask Noreen what, if any, impact the survey had made with regards to any changes in procedures.

Action: Host to create a report of procedures currently in place (based on information received verbally from Noreen) and ask Noreen to agree/amend the contents. Ask Noreen what impact the report has/has not had on procedures currently in place.

- **Item 4 – Recommendations implemented to date – update:** The group discussed the relevant recommendations that had been implemented to date. All present agreed that overall they were happy with the changes made so far. The Host suggested not all recommendations had been carried out but the group reiterated they were still happy with the overall changes made and the positive impact the report seemed to have had. However, the group agreed recommendation 5 of the survey report '*Medication which is no longer prescribed to be withdraw*' was still a concern and all agreed to request a sub group be set up to look into resolving the issue.

Action: Kay Kirk to request a sub group looking at medication being withdrawn that is no longer required be set up at the next Executive Board meeting.

- **Item 5 – Next Course of Action:** The group agreed the next course of action will be discussed in greater detail at the next meeting.

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Item 6 – Any Other Business: Rita Holdsworth issued to the group part of a report: Delivering Better Health: Quality & Transformation: Updates on the Trust's Quality Transformation programme regarding 24 hour discharge summary target.

Rita suggested an item covering the *code of conduct* be included in all future agenda's to which all present members agreed.

Action: Host to include on the agenda going forward.

- **Item 7 – Next Discharge Procedure Group Meeting:** The next meeting to be confirmed.
- **Item 8 –Close:** The meeting closed at 2.55pm.

Minutes prepared and submitted by:
Jan Higgins

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