

QSG follow up call

Re: The Leeds Teaching Hospital Trust Paediatric Cardiac Surgery service

26th February 2014

Attendees:

1. (GH) Gill Harris, Chief Nurse – NHS England North (Chair)
2. (SC) Sue Cannon, Director of Nursing – West Yorkshire Area Team
3. (MC) Maureen Choong, Clinical Quality Director North – NHS Trust Development Authority
4. (DR) Damian Riley, Medical Director – West Yorkshire Area Team / Acting Medical Director – NHS England North
5. (CR) Caroline Radford, Head of Communications – NHS England North
6. (NP) Nicola Pollard, Executive Assistant to Gill Harris – NHS England North (taking minutes)

GH welcomed members of the QSG and thanked them for attending the call/meeting

DR - Ongoing changes to format of Pat Cantrill Report and Mortality Review, minor wording changes, reports to have final sign off on Friday 7th March morning QSG meeting, prior to meeting with the Trust in the afternoon.

DR - Terms of reference now appended to Pat Cantrill report as opposed to in body of report, and she has signed off the recommendations

CR - NHS England Communications team working closely with LTHT Communications team to ensure the letters to families are sent prior to the publication of the reports. 7 different tailored letters being drafted dependant on what report the family was involved in.

CR - NHS England Communications team have circulated the time line to the QSG members and it is vital that the group stick to these timings to ensure that the report is published on the NHS England website on 13th March 2014

ACTION: final versions of reports to be sent to QSG members ahead of Friday 7th March sign off meeting

ACTION: letters to be signed off by GH/MB, CR to continue to work with LTHT on sending the letters and gaining names and addresses of the families

Next QSG Meeting: 7th March 2014