

Actions Arising from National Quality Improvement (incl. Clinical Audit) Network (N-QI-CAN) meeting held on 29th September 2020 via MS Teams



Present:

Carl Walker (N-QI-CAN Chair)
 Sarah Byrne (M-QI-CAN)
 Jordan Thompson (NECAN)
 Laila Gregory (LQICAN)
 Emma Lofthouse (SCCAN)
 Sheeba Mehta (SCCAN)

Sarah Chessell (SWANS / General Secretary)
 Sue Venables (SECEN)
 Alka Anoop (EoECAN)
 Janette Hunt (GMCAN)
 Diane Lynch (MEAN)
 Catherine Dunn (NWMHCAN)

Richard Arnold (NHS England)
 Lisa Crowie (NHS England)
 Caroline Rodgers (HQIP)
 Kim Rezel (HQIP)
 Victoria Patel (YEARN)
 Louise Waller (EMCAIN)

Co-opted members

Janette Mills (NCA local audit rep)
 Linda Chadburn (Pennine Care/RcPsych Rep)

Apologies

Millar Tracy (MEAN)

Supporting papers & presentations for the meeting are available to view on the NQICAN Networking & Sharing Forum (NNSF) - [link](#)

N-QI-CAN Action Notes – 29th September 2020 meeting (Actions RAG updated as at 24/9/20)

Action Ref	ITEM / ACTION	BY WHOM	BY WHEN	RAG
1	Welcome and declarations of interest		Revised date	
	<p>Carl Walker welcomed everyone to the meeting and extended a welcome to Janette Mills (acting Lancashire Network Chair) and Louise Waller official EMCASNet chair. CW thanked Donna Staples who previously attended on behalf of Marina Otley. Hannah Wright, Clinical Fellow from HQIP in attendance.</p> <p>CW to upload papers that were approved for sharing on the NNSF. All other papers are not for sharing with networks /</p>			

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	non-network members – reasons noted for this on forum post. Declarations of interest. SC went through organisations and categories of interest possible to declare (previously paid money etc) and asked all members to complete the DOI for the financial year 2019/20 and Q1 and Q2 2020/21.			
	09/20 ACTION: SC to send Declaration of Interest Form to all members, to fill in for financial year 2019/20 and Q1 and Q2 2020/21.	SC	Dec-20	4
	09/20 ACTION: SC to review categories for Declaration of interest policy	SC	Dec-20	4
	09/20 ACTION: CW and SC to discuss regarding income generate and whether this should go to Trust or charitable donation.	CW/SC	Dec-20	4
	09/20 ACTION: CW to upload papers approved for sharing on the NNSF.	CW	Oct-20	5
2	Matters arising – Update on ongoing actions carried over from previous meetings			
2.1	09/19 ACTION: Communication with Trusts. It was felt that communication with trusts is variable, with letters regarding national clinical audit not being sent to clinical audit departments and appropriate leads in Trusts. Following discussion, agreed that N-QI-CAN would set up a list of all trusts and contact details to improve this situation and share the list on the N-QI-CAN website / Forum. 07/20 Update: List of organisations produced – need to agree process to populate contact details and updating document going forward. 09/20 Update: delayed awaiting appointment of communication lead.	CW	Jul-20	3
2.2	09/19 ACTION: Communication post. CW advised the group this post needs to be in place asap with protected time to deliver the roles detailed in paper F. Copy of advert to be placed on forum. Update: Post has been advertised – interviews 24/6. Update: Re-advertised due to not appointing after the first round – closing date 18/9 Update: CW to arrange interviews for Comms lead post	CW / SC	Jul-20	4
2.3	12/19 ACTION: NICOR programme. Any feedback from users (hospitals, commissioners etc.) about what data outputs are useful and how data should be presented would be welcomed. CW to pick up outside the meeting with Kelly O'Brien NICOR programme lead to look at how NQICAN can support development of the NICOR programme. 09/20 Update: Louise let CW know there is a member of East Midlands that was interested in being an NQICAN representative on National Clinical Audit boards. Catherine suggested that there should be a named individual for NQICAN for all of the national audits as an 'expert'	CW	Jul-20	1
2.4	12/19 ACTION: Recognition of network chair and officer roles. Going forward for network chairs and NQICAN officers there will be a communication with line managers from N-QI-CAN about work and time commitments. There will also be an annual letter of thanks sent by N-QI-CAN chair to the line manager (Also consider cc Chief Exec,	CW	Jul-20	3

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	Medical Director and Chief Nurse to help raise profile). 09/20 Update: Delayed, awaiting clarification of governance arrangements.			
2.5	12/19 ACTION: Costings of NCAs. YEARN are taking forward the work around costing NCA.- initial work started at Nov meeting. VP to draft a plan and start piloting costing model. 07/20 Update: Delayed due to COVID – plan discussed at YEARN on 15/6. 09/20 Update: VP to discuss findings of costing NCAs with CW/SC and other members if they want to get involved with this piece of work.	VP	Sep-20	3
2.6	12/19 ACTION: Verification Regional Groups on NNSF. Regional network groups on NNSF need verifying by chairs. CW to share the members in each network with the Chairs so that they can follow-up if not current members. 07/20 Update: SWANS/ SECEN / SSCAN completed so far.	CW and chairs	Jul-20	3
2.7	12/19 ACTION: NQICAN website point contact sponsors. NQICAN need to have a contact point on our website for businesses that would like to sponsor any meetings. CW to make sure email contact details are available along with guidance on sponsorship of meetings. 07/20 Update – Added to wider governance review 09/20 Update: CW and webmaster to continue to develop new website – plan to launch during CAAW20.	CW	Sep-20	3
2.8	12/19 ACTION: NQICAN Expenses Modelling. SC to work on an expenses protocol for N-QI-CAN members Update: Added to wider governance review 09/20 Update: Delayed awaiting clarification of governance arrangements. SC to cost out and develop a model for regional chairs having protected time / host trusts being remunerated for time. All to feedback thoughts / relevant information to SC asap.	SC	Sep-20	3
2.9	12/19 ACTION: NQICAN members profile photos. Members to send CW a profile picture for use in website, annual report and social media 09/20 Update: Chairs to send CW your profile pictures for inclusion in NQICAN annual report / website by Wed (9/10)	ALL	Jul-20	3
2.10	3/20 Action: T&FG – Time and Motion Study, Chairs. LG is collating data for time and motion study about chair times but hasn't been able to finish. Update: LG to review data received and follow-up with those chairs yet to submit. 09/20 Update: Protected compensated time for regional chairs, SC to model whether this could work financially – Leila to send time and motion study for regional chair time to SC. All members to share relevant information with SC.	LG	Sep-20	3
2.11	3/20 Action: Regional networks core standard best practice. Agreed going forward that N-QI-CAN will have some core standards of best practice for networks to consider and report on. 07/20 Update – Added to wider governance review 09/20 Update: Delayed, awaiting clarification of governance arrangements.	CW/SC	Sep-20	3
2.12	3/20 Action: N-QI-CAN officers to formalise work with NHSEI – more service level agreement. Also scope out what's involved with us becoming a registered charity and managing our own accounts and feedback at future	CW/SC/ RA	Sep-20	3

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	meeting. 07/20 Update: Delayed to COVID19 09/20 Update: Delayed, awaiting clarification of governance arrangements.			
2.13	3/20 Action: NQICAN membership. N-QI-CAN officers to review leads / membership for Wales / NI / Scotland / Ireland / Crown sovereignties and NCA providers. Update – Added to wider governance review 09/20 Update: Delayed, awaiting clarification of governance arrangements.	CW/SC	Jun-20	3
2.14	3/20 Action: Support from Officer's Trust. SC to think about how support from officer's trusts is added into governance arrangements to help highlight the importance of the regional chair role. Update – Added to wider governance review 09/20 Update: Included in governance document which is awaiting approval with NHSE and HQIP	SC	Sep-20	3
2.15	3/20 Action: UPCARE standardise information about NCAs. Agreed that the new 'UPCARE' process for NCAs will hope standardise information available about NCAs. CR to share draft version 2 for comment when able. Also HQIP to make UPCARE tool available for non NCAPOP NCAs to use. Update: CR to provide update on this 09/20 Update: To write to all National Clinical Audit providers (NCAPOP and non NCAPOP) sharing Marina and Roger's presentation and give a link to the UPCARE tool on HQIP to make sure they are sharing the right information on their website. Completed 27/11/20	CW	Jul-20	5
2.16	3/20 Action: RCP FFAP board. CW to stand down as member of RCP FFFAP board due to potential conflict of interest. CW to get in contact with LF about advertising for another clinical audit professional to sit on the board. 09/20 Update: CW has stood down from this group.	CW / LF	Dec-20	4
2.17	3/20 Action: Infographic software use. CW to look into governance around our network of infographic users so don't use for sensitive data until confirmed. Update: On hold until Governance review undertaken. Renewed licences where expired. 09/20 – No update.	CW	Sep-20	3
2.18	3/20 Action: NQICAN Training event SC/LG to continue on with plans. 07/20 Update: Delayed due to HQIP withdrawing support and COVID-19. 09/20 Update: Delayed due to SC working on governance arrangements.	SC / LG	Jul-20	3
2.19	3/20 Action: NQICAN training directory. TM to review the training directory as the 6 monthly update so we can publish on our website. Update: On hold until Governance review undertaken. 09/20 – No update.	TM	Jul-20	1
2.20	3/20 Action: NQICAN blog piece. East of England Network volunteered to write a blog. 09/20 – no update.	AA	Sep-20	1
2.21	3/20 Action: NQICAN blog piece. SC also agreed to write a blog as new General Secretary. 09/20 Update: delayed due to sorting governance arrangements.	SC	Sep-20	1

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

2.22	3/20 Action: SWANs Chair. SC stepping down as SWAN chair due to taking on general secretary role. SC to advertise for a replacement. Update: No meetings due to COVID19 – will raise this at next meeting 2/7. 09/20 Update: SC has served notice 02/07/20, standing down with effect from 1 st December 2020. Chair agreed.	SC	Jul-20	5
2.23	Communications Lead. 09/20 update: SC confirmed limited interest from further round of advertising. One applicant, declared conflict of interest as this applicant is from SC’s team at Poole. Discussion around whether this needs to be advertised more widely, and whether this is possible. Needs to come under existing contract. Actually more of an administrative role. Group agreed that the interview for the applicant should go forward, and as SC will not be on interview panel this is not a conflict of interest. CW offered for any interested parties to interview candidate with him. Janette Mills and Louise Waller offered to interview. Action: CW to interview for communications lead post.	CW	Dec-20	4
2.24	Governance arrangements 07/20 Action: SC and CW to complete Governance review and share ahead of next meeting 09/20 Update – CW and SC met with NHSEI and HQIP to discuss governance options / our contract of work once NHSI legal team have feedback on our draft plans. SC to arrange separate meeting with all network chairs to discuss and agree governance ahead of our next quarterly meeting on 2 nd December.	SC/CW	Sep-20	3
2.25	NCAB reports timetable. 03/20 Action: CR to confirm NCAB reports rollout timetable for remaining NCAPOP projects. 09/20 Update: Currently still in progress, waiting for CQC	CR	Jul-20	1
2.26	Encouragement for NCA providers to use the UPCARE tool 03/20 Action: CW to write to NCA providers (non NCAPOP) to encourage them to use UPcare tool on their websites. 06/20 Update: CW awaiting summary of Marina Otley and Roger Simpsons work. 09/20 – No update.	CW	Sep-20	3
2.27	HQIP NCAPOP Subscriptions for 2020/21. 06/20 Action: If there are any mergers of trust/organisations please let LP know so that subscriptions can be updated. 09/20 Update: Discussed during meeting, CLOSE ACTION	ALL	Sep-20	5
2.28	Status of NCA programme in light of COVID. 03/20 Action: RA / CR to share any updates from NHSEI in regards to NCA programme and impact of COVID19 when they are announced. 09/20 update - confirmed via email. Action closed.	RA / CR	Sep-20	5
2.29	Configuration of London trusts due to COVID. 03/20 Action: LG and LP to discuss outside the meeting reorganisation in London area in terms of COVID-19	LG / LP	Jul-20	1

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	hospitals. 09/20 No update.			
2.30	HQIP Guides request support updates of resources. 06/20 Action: KR to put a post on the Forum to call for help with updating the guides. 09/20 Update: As part of NQICAN we should be providing support when given opportunity to update guides. HQIP internal review currently in progress. Action complete.	KR	Sep-20	5
2.31	Clinical Audit professional presence at NCA Boards. Action: CW/KR to contact NCA boards and ask them to consider having CA professional's presence and help provide a suitable representative. 09/20 – No update.	CW/KR	Sep-20	5
2.32	Process for recruiting clinical audit professionals to NCA Boards. Action: CW/SC to draft process for how we advertise / recruit suitable colleagues to sit on NCA Boards. 09/20 – No update.	CW/SC	Sep-20	3
2.33	Regional network Annual Reports Action: Annual reports are now due for networks. CW to email out a template to share network headlines and successes. 09/20 Update – Noted complete and brief outline presentations given as part of this meeting.	CW	Jul-20	5
2.34	NQICAN Funding. HQIP are still managing our funding at the moment on behalf of NHSEI. CW raised concerns that we are currently not mentioned in the HQIP annual report and asked for this to be recognised in 19/20 annual report. 06/20 Action: KR to take back to HQIP. 09/20 update – awaiting confirmation of governance arrangements.	KR	Jul-20	3
2.35	NQICAN treasurer role. 06/20 Action: CW&SC to look at a formal vote to have a Treasurer in the governance arrangement review. 09/20 update – awaiting confirmation of governance arrangements.	CW&SC	Sep-20	3
2.36	Regional network funding. 06/20 Action: CW / SC to confirm 20/21 network budgets and rethink how finance is spent to prevent under spend. 09/20 update – awaiting confirmation of finance modelling	CW&SC	Jul-20	3
2.37	NQICAN Webpage 06/20 Action: AA and JT volunteered to help update our web page and consider changing providers. 09/20 update -	AA&JT	Sep-20	1
2.38	Regional network Annual Reports Action: Annual reports are now due for networks. CW to email out a template to share network headlines and successes.	CW	Jul-20	5

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	09/20 Update – Noted complete and brief outline presentations given as part of this meeting.			
2.39	<p>NQICAN funding – reporting additional income.</p> <p>06/20 Post meeting action: Agreed that we will state that we have received no additional income in our accounts for transparency purposes.</p> <p>09/20 update – will be added to the finance report.</p>	CW	Sep-20	4
2	Presentations:			
2.1	<p>NHS England Update. Richard Arnold from NHS England Improvement gave an update. Contract extension for HQIP – final two years of the 5 year contract, going out to stakeholders (incl CW) asking for comments on what should be considered priorities for contract. Aiming for 2 year extension to be in place by end of Dec. Offered to send for comments from specific individuals if members want to suggest them. Streamlining of cancer registries in place. Review of governance document for NQICAN has been put in place and waiting for advice from the NHS England legal team before being published.</p>			
	09/20 ACTION – CW has asked for feedback on the HQIP contract extension	CW/RA	Dec-20	1
	09/20 ACTION – CW to raise awareness of the contract and key measures of success as agenda item at future NQICAN meeting.	CW	Dec-20	1
2.2	<p>Draft Operational Plan (Paper C). CW presentation paper C. Noted not many changes from draft of the forward plan outlined in the previous meeting. CW will give a couple more days before paper is signed off and added to public site, no objections from members.</p>			
	09/20 Action: CW to share paper common purpose and forward plan (changes made to final draft were updating next steps / linking in our survey report) on our website once final comments from member received (deadline 9/10). Action complete.	CW	Jul-20	5
	<p>09/20 Action: CW/ SC to formulate plan into operational plan and put call out for regional network to lead on each of the interventions with protected monies available.</p> <p>09/20 – All members to look at new operational plan and volunteer to take on any open tasks so that CW can look and prioritise outside meeting</p>	CW/SC	Jul-20	4
3	Regional Network Presentations			
3.1	Each regional network chair presented key activities for 2019/20 from their annual report and key plans for 2020/21. It was agreed that it was good to be able to see activity in the different areas and there was wide ranging discussion. Paper to be circulated after the meeting.			

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	09/20 ACTION – Louise Waller asked for her network name to be changed to East Midlands Clinical Audit for Improvement Network.	CW	Dec-20	5
	09/20 ACTION – SC requested that LW email regarding monies that will be needed in this financial year / next financial year.	LW	Dec-20	1
4	Lunch break / networking			
5	Updates from National Bodies			
5.1	HQIP update from Kim Rezel on Paper E. Noted that HQIP are currently exploring options for UPCARE v2. Have awarded some extensions to programmes that were due for re-procurement because of the pandemic. Had been under the impression that adding section 251 status solved issue around data opt out.			
	09/20 ACTION – Laila to liaise with HQIP to put into contact with member of team to discuss adding data opt out info to Directory.	KR	Dec-20	1
	09/20 ACTION – Janette Mills queried how HQIP link with CQC Insight report as last report did not include most recent audit results, Kim Rezel to take back query.	KR	Dec-20	1
	09/20 ACTION – Liverpool University Hospitals NHS Foundation Trust – merged but both sites were charged, Kim to look into this with Lorna at HQIP	KR	Dec-20	1
6	Officers Update – Presentation (Paper to be circulated after the meeting)			
6.1	CW presented his Chair's update which included: Annual report 19/20, NNS task finish group, Clinical Audit Awareness Week, NQICAN website (paper F, G, H, I and J). SC presented an update on Finances, IG Guide and national data opt out. Following CW and SC presentation the following actions were agreed:			
	09/20 ACTION – Check on monies carried over from 2018/19 and that this is on Finance report	SC/CW	Dec-20	1
	09/20 ACTION. All networks to review annual reports submitted to ensure they cover all income and expenditure / cross reference this with N-QI-CAN accounts (Paper G) and confirm to myself by Wednesday (9/10). Please let us have your network finance requests for 20/21 if you have already done so (link to form) before end of Oct.	CW	Oct-20	4
	09/20 ACTION. Full results of T&FG NNSF survey in Paper J. CW to review NNSF and desensitise feedback and share with T&F group to review feedback and improvement plan. Open webinar on NNSF to be arranged for CAAW.	CW	Dec-20	4
	09/20 ACTION – Comms officer scoping exercise of involvement of regional chairs on NNSF.	Comms	Mar-21	1

RAG Status Key:	5 Complete	4 On Track	3 Some Delay or no update received.	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	--	--	----------------------------

	09/20 ACTION – All members to populate master list of organisations via Teams and add known contact details	All	Dec-20	1
	09/20 ACTION - All to feedback on the proposed NCAPOP contract extension and CW to respond to NHSEI (Complete 30/9) – please continue to send feedback on NCAPOP programme in general so that we can feed this back to HQIP.	All	Oct-20	5
9	Date and Time of next meeting – 2nd December 2020 10am – 1pm (via Microsoft Teams) Future meetings: 4 th March 2021, 1 st June 2021.			