

Name of Clinical Directorate Governance Meeting

Date, Time, Venue

MODEL AGENDA

Apologies

Minutes of previous meeting (approval/corrections)

Matters Arising

Health and Safety, Incident and Risk Management

Incidents, Serious Untoward Incidents

Inquests

Claims

Feedback from Morbidity and Mortality meetings

Risk assessments

Complaints and Patient Experience

Complaints, Patient Comments and Thanks

Patient Experience Surveys

Action Plans

Clinical Informatics, Clinical Effectiveness, Audit, Inspections and Research

Contractual information provided to commissioners e.g. CQUINS Targets

Patient Safety Thermometer

e-CAT

Clinical Audit Programme and Research Governance

Healthcare Governance Audits and Quality Inspections (NHSLA and CQC)

Recommendations from external visits, inspections and accreditation

Infection Prevention & Control

MRSA and Clostridium Difficile

Quarterly antimicrobial audits, Root Causes Analyses

Progress with Infection Control Programme and Accreditation

Mandatory Training

Local induction, Mandatory and Job-specific Training

Appraisal

Safety, Equality and Human Rights

Patient Safety Service Improvements

New Technique or Treatment proposals

Safeguarding Adults, Safeguarding Children

Business Continuity and Emergency Planning

Medical Equipment Management

Equality and Human Rights

Informatics

Patient Information Leaflets

Clinical records

Information Governance

Any Other Business

Date & Time of Next meeting