

ANNUAL WORK PLAN APRIL 2014 - MARCH 2015 ROUTINE REPORTS TO HEALTHCARE GOVERNANCE COMMITTEE

April	May	June	July	August	September	October	November	December	January	February	March
CQC Compliance	CQC Compliance	CQC Compliance	CQC Compliance		CQC Compliance	CQC Compliance	CQC Compliance	CQC Compliance	CQC Compliance	CQC Compliance	CQC Compliance
HCGC Terms of Reference & Annual Report		Quality Report Timetable					e-CAT				Quality Report Objectives
Research Governance	External visits, accreditations & inspections	Clinical Effectiveness Programme & Annual Report	External visits, accreditations & inspections		External visits, accreditations & inspections	Clinical Audit Programme	External visits, accreditations & inspections	Patient Transfers and Discharge Communication	External visits, accreditations & inspections	Workforce Monitoring	External visits, accreditations & inspections
NCEPOD	NICE	Quarter 4 Hospital Mortality	Organ donation		Quarter 1 Hospital Mortality	Trauma and Orthopaedics		Quarter 2 Hospital Mortality	Central Alerting System		Quarter 3 Hospital Mortality
Operations Cancelled on the Day			Operations Cancelled on the Day			Operations Cancelled on the Day			Operations Cancelled on the Day		
18 week wait	18 week wait	18 week wait	18 week wait		18 week wait	18 week wait	18 week wait	18 week wait	18 week wait	18 week wait	18 week wait
		Cancer									
Emergency Preparedness	Premises Assurance Model (PAM) & asbestos	Patient Incidents, Concerns, Claims and Inquests	Occupational Health Annual Report		Staff Incidents and Personal Injury Claims	Children & Young People	Security	Patient Incidents, Concerns, Claims and Inquests	Sustainability (include Waste Management)	Decontamination	Staff Incidents and Personal Injury Claims
Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update		Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update	Infection Prevention & Control update
Information Governance	Nutrition	Quarter 4 Infection Prevention & Control Programme	Health & Safety Annual Report		Quarter 1 Infection Prevention & Control Programme	Safeguarding Adults	Thrombosis	Quarter 2 Infection Prevention & Control Programme	Hospital Transfusion Committee Annual Report	Patient Records Committee Annual Report	Annual and Quarter 3 Infection Prevention & Control Programmes
Medicine Safety	Medical Equipment Management	Management of Controlled Drugs	Medicines Management Therapeutic Com			Mental Health	Medical Gases	Management of Controlled Drugs	Fire Safety	Water Quality	Waste Management
SUI and Never Events	SUI and Never Events	SUI and Never Events	SUI and Never Events		SUI and Never Events	SUI and Never Events	SUI and Never Events	SUI and Never Events	SUI and Never Events	SUI and Never Events	SUI and Never Events
Resuscitation						Consent	Radiation Safety			Moving and Handling	
Complaints and Feedback	Complaints and Feedback	Complaints and Feedback	Complaints and Feedback		Complaints and Feedback	Complaints and Feedback	Complaints and Feedback	Complaints and Feedback	Complaints and Feedback	Complaints and Feedback	Complaints and Feedback
	Patient Information	Quarter 4 Patient Experience and involvement	Complaints Annual Report		Quarter 1 Patient Experience and involvement	Equality and Human Rights		Quarter 2 Patient Experience and involvement	Patient Environment Group		Quarter 4 Patient Experience and Involvement
	Learning Disabilities		Equality and Human Rights								
Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC	Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC		Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC	Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC Information Governance	Minutes: SRMB PEC

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Quality Effectiveness Patient Safety Patient Experience Moved to different month Added to work plan