



ST JOHN'S HOSPITAL STAKEHOLDER GROUP MEETING

West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

Waverley Gate
2-4 Waterloo Place
Edinburgh
EH1 3EG

23 July 2014

**DATE: WEDNESDAY 30 JULY 2014
TIME: 2.30 P.M.**

**VENUE: BOARDROOM 1, ST JOHN'S HOSPITAL, HOWDEN
(and by video conference call from Waverley Gate)**

Public Session

1. Apologies for Absence
2. Order of Business, including notice of urgent business
3. Declarations of Interest - Members should declare any financial and non-financial interests they have in the items of business for consideration at the meeting, identifying the relevant agenda item and the nature of their interest.
4. Confirm Draft Minute of Meeting of St John's Hospital Stakeholder Group held on Wednesday 04 June 2014 (herewith).
5. Paediatric Services - Update from Jim Crombie, Director of Scheduled Care.
6. Department of Laboratory Services - Update from Jim Crombie, Director of Scheduled Care.
7. Nuclear Medicine - Update from Jim Crombie, Director of Scheduled Care.
8. Hospital Working at Weekends - Update on Developments in Medical and Nursing Staff from Chris Stirling, St John's Hospital Site Manager

9. Site Master Planning Work - Update from Chris Stirling, St John's Hospital Site Manager.
10. MRI Scanner
 - (a) Update from Agnes Ritchie, Site Chief Nurse.
 - (b) Site visit by St John's Hospital Stakeholder Group at the conclusion of the meeting
11. Changeover of Chairing and Clerking of meeting from 27 August 2014 - Update from Peter Reith, NHS Lothian.
12. Work Plan (herewith)

NOTE **For further information please contact Elaine Dow on 01506 281594 or email elaine.dow@westlothian.gov.uk**

MINUTE of MEETING of the ST JOHN'S HOSPITAL STAKEHOLDER GROUP of WEST Lothian COUNCIL held within BOARDROOM 1, ST JOHN'S HOSPITAL, on 4 JUNE 2014.

Present – Councillors John McGinty, Anne McMillan and Frank Toner; Maureen Anderson (Patient Representative); and by video link from Waverley Gate, Edinburgh – Morag Bryce (non-Executive Director of NHS Lothian).

Apologies – Alison Mitchell (non-Executive Director of NHS Lothian), Professor John Iredale (non-Executive Director of NHS Lothian), Professor Alison McCallum (NHS Lothian), Jim Forrest (Director of West Lothian CHCP), Jim Crombie (Director of Scheduled Care NHS Lothian) and representation from the Communications Team, NHS Lothian.

In attendance

Chris Stirling St John's Hospital Site Manager

Agnes Ritchie, St John's Hospital Site Chief Nurse

Julie Cassidy, Public Involvement Co-ordinator, West Lothian CHCP

Peter Reith (Secretariat Manager, NHS Lothian) by video link from Waverley Gate

Andrew Jackson (NHS Lothian) by video link from the Royal Infirmary Edinburgh

Anne Jepson, Parliamentary Liaising Officer Waverley Gate, Edinburgh (Observing)

1. ORDER OF BUSINESS

The Chair acknowledged that the meeting was inquorate due to the fact that only one non-Executive member of Lothian Health Board was in attendance. It was agreed that the meeting would proceed.

2. DECLARATIONS OF INTEREST

Councillor Frank Toner declared a non-financial interest as a non-Executive Director of Lothian Health Board and as Chair of the West Lothian Community Health and Care Partnership.

3. MINUTE

The Stakeholder Group confirmed the Minute of its meeting held on 7 May 2014 as being a correct record.

Matters arising:

Page 105 of the Minute – Hospital at Weekend Update

Chris Stirling provided an update on the additional number of discharges over the weekends between December 2013 to April 2014 since the Hospital at Weekend model was launched. He then provided a breakdown of the number of medical staff working at the weekends to support the medical and head and neck ward areas. The group was then advised that the function of the team was to make weekends safer for medical staff and support the existing medical workforce. The average number of calls

taken by the coordinator each day from the ward areas at the weekend was 120, which would have traditionally gone to the junior doctor via a bleep. Prioritisation and allocation of these requests has allowed the medical staff to concentrate on tasks that only they could do and enabled them to feel supported. Nursing staff also felt more supported.

The Stakeholder Group acknowledged the positive input that the Hospital at Weekend support provided. It was agreed that an update on the Hospital at Weekends developments in medical and nursing staff would be provided to the next meeting scheduled to be held on 30 July 2014.

Decision

1. Noted the Minute of the meeting held on 7 May 2014; and
2. Agreed that an update on Hospital at Weekend Developments in Medical and Nursing Staff would be included on the agenda for the next meeting of the Stakeholder Group.

4. HOSPITAL INPATIENT DAY CASE ACTIVITY

Andrew Jackson, by video link from the Royal Infirmary Edinburgh, provided the Group with an update in relation to inpatients and day case activity for 2013/14 compared to previous years at St John's Hospital. Information was provided on hospital admissions for 2012/13 compared to 2013/14 broken down by activity for speciality areas. The number of admissions comparing both periods were very similar in the volume of patients seen for each speciality.

Details of Ophthalmology waiting lists were provided for both Lothian and St John's Hospital. It was noted that there was a significant drop in numbers of the waiting lists for Lothian from April 2012 to March 2013 which was due to additional activity carried out to bring the waiting list down for patients who had been on the waiting list for more than twelve weeks. Another speciality showing a slight decrease compared to the previous year at St John's Hospital was Medical Paediatrics.

In conclusion, Andrew advised that overall the situation remained the same as previous years. It was noted, however, that the areas with movements in speciality areas where additional waiting list activity had been undertaken should be considered when comparisons were being made in the future.

The Stakeholder Group agreed that an update report on Hospital Activity for outpatient and inpatient day case activity be included on the agenda for meetings on a quarterly basis, which would be included on the work plan. The Chair then thanked Mr Jackson for his presentation.

Decision

- Noted the update on hospital inpatient day case activity;

- Agreed that an update report on Hospital Activity (Outpatient and Inpatient Day Case Activity) would be provided on a quarterly basis.

5. DEPARTMENT OF LABORATORY SERVICES

The Group was advised that due to apologies being received from the Director of Scheduled Care, an update in relation to the Department of Laboratory Services would be provided to the next meeting.

Decision

Agreed to carry forward the item of business for consideration at the next meeting of the Group.

6. PAEDIATRIC SERVICES - UPDATE

In the absence of the Director of Scheduled Care, Chris Stirling agreed to provide an update to members following the meeting to confirm whether the Paediatric Rota for June and July 2014 had been populated.

Decision

Agreed that St John's Hospital Site Manager provide an update to members following the meeting on the paediatric rota coverage till end of July 2014.

7. ACCIDENT & EMERGENCY STAFFING RESOURCES

The Stakeholder Group noted the Inside St John's News Bulletin (copies of which were tabled) which provided details of the investment by NHS Lothian in the Emergency Department. NHS Lothian continued to develop and ensure the long-term security of the Emergency Department at St John's Hospital through its programme of investment in additional Consultants in Emergency Medicine.

From August 2014 there would be ten Emergency Medicine Consultants based at St John's Hospital and an Associate Specialist. Two Emergency Medicine Consultants would be on duty at weekends to help ensure safety and quality patient care for the acutely ill and injured. In addition to this core, another seven Emergency Medicine Consultants from Lothian Emergency Departments at the RIE and the RHSC contributed to the services and areas of expertise at St John's Hospital Emergency Department.

Chris Stirling then advised that he was happy to report that a new Emergency Medicine Consultant had been appointed and would be in post from August 2014. In addition, Chris highlighted the successful introduction of a special year's programme appointing six Clinical Development Fellow posts at St John's Hospital who have progressed to advance their careers. Further recruitment for Clinical Development

Fellow posts has been carried out which attracted national interest and was seen to be replicated elsewhere, which was very positive. Emergency Nurse Practitioner rolls had also increased to provide 24-hour staffing.

The Chair, on behalf of the Stakeholder Group, commended the team for their hard work and commitment in ensuring the long term security of the Emergency Department at St John's Hospital.

Decision

Noted the update from St John's Hospital Site Manager.

8. MRI SCANNER

The Stakeholder Group noted the update from Agnes Ritchie on the progress made in relation to the MRI Scanner installation. She reported that although the progress was slightly behind schedule by 5-7 days the hospital was still on track for the MRI Scanner to be operational by September 2014. A short life working group had been established and an update would be reported to the next meeting of the Stakeholder Group on the proposals in relation to processes and protocols for the Scanner. Agnes also highlighted that work was ongoing in relocating the 'Reflections Garden'.

The Chair then recommended a site visit following the next meeting of the Stakeholder Group, which members agreed would be useful.

Decision

- Noted the update from St John's Hospital Site Chief Nurse;
- Agreed that an update on progress would be reported to the next meeting of the Stakeholder Group; and
- Agreed that a site visit would be carried out following the next meeting of the Stakeholder Group.

9. NUCLEAR MEDICINE

The Group was advised that due to apologies being received from the Director of Scheduled Care, an update in relation to nuclear medicine would be provided to the next meeting.

Decision

Agreed to carry forward the item of business for consideration at the next meeting of the Group.

10. CHANGEOVER OF CHAIRING AND CLERKING

The Stakeholder Group noted an update from Peter Reith on the proposals for the changeover of the Chair and administration of St John's Hospital Stakeholder Group from August 2014. He reported that Chris Graham would provide administration support who had experience of attending Stakeholder Group meetings in the past. The Chair invited Chris along to the next meeting if he was available to attend. It was also noted that a replacement non-Executive member of St John's Hospital Stakeholder Group had still to be appointed and an update would be provided to the next meeting regarding the name of the non-Executive member who would be Chairing the meeting from August 2014.

Decision

- Noted the update on the proposals for the changeover of Chairing and administration of the Stakeholder Group; and
- Noted that a further update would be provided to the next meeting of the Stakeholder Group.

11. WORKPLAN

The Stakeholder Group considered the work plan (copies of which had been circulated).

It was agreed that site master planning work would be included on the agenda for the next meeting scheduled to be held on 30 July 2014.

Decision

- Noted the contents of the work plan; and
- Agreed that site master planning work would be included on the agenda for the next meeting.



ST JOHN'S HOSPITAL STAKEHOLDER GROUP

Work Plan as at 30 July 2014

	SUBJECT	OFFICER	MEETING DATE
1	Department of Laboratory Services Update	Jim Crombie	30 July 2014
2	Paediatric Services Update	Jim Crombie	Standing item
3	MRI Scanner Update plus site visit following Stakeholder Group Meeting on 30 July 2014	Agnes Ritchie	30 July 2014
4	Nuclear Medicine Update	Jim Crombie	30 July 2014
5	Site Master Planning Work	Chris Stirling	30 July 2014
6	Hospital Working at Weekends - Update on Developments in Medical and Nursing Staff	Chris Stirling	30 July 2014
7	Changeover of Chairing and Administration of St John's Hospital Stakeholder Group Update	Peter Reith	30 July 2014
8	Key Quality Indicators	Agnes Ritchie	Quarterly update – next report 27 August 2014
9	Hospital Activity Update (Outpatient and Inpatient Day Case Activity)	Jim Crombie	Quarterly Update – Next report 24.09.14
10	Strategic Plan Update	Jim Crombie/Libby Tait	Update to future meeting