

**TRUST BOARD MEETING
WEDNESDAY 9 FEBRUARY 2011
ACTION LIST**

| Action No | Details | Agenda Item No | First Raised | Action by | Progress Update & Status | Lead |
|-----------|--|----------------|--------------|-----------|--|------------------------|
| PB067 | Head & Neck Cancer Review Work with ENT Consultant to review future ENT and Oral and Maxillofacial service reconfigurations | BD/10/10/6.0 | Dec 2010 | Jan 2011 | Work in progress. Open | Medical Director |
| PB071 | Minutes of the Public Trust Board Meeting: 8 December 2010 Chief Executive was asked to amend the minutes to reflect the recommendations of the report into the Head and Neck Cancer Review | BD/11/01/4.0 | Jan 2011 | Feb 2011 | Minutes updated. Closed | Chief Executive |
| PB072 | Quality & Patient Safety Report Consider renaming the Complaints leaflets as the information contained within them are often much broader than complaints, such as including PALS information. | BD/11/01/7.0 | Jan 2011 | Feb 2011 | Work in progress. Open | Director of Nursing |
| PB073 | Performance Scorecard Make contact with Salisbury to see if the RUH can learn any lessons from the pilot initiative to take patients out of the hospital setting and putting them into an appropriate environment. | BD/11/01/8.1 | Jan 2011 | Feb 2011 | NHS Wiltshire have been asked to review pilot and consider involving RUH as an early implementer. Open | Director of Operations |
| PB074 | Finance Include the action plan to achieve the Better Payment Practice performance target at year end within the Finance report | BD/11/01/8.2 | Jan 2011 | Feb 2011 | Action plan will be included in the February Finance report to TB Closed | Director of Finance |

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| PB075 | Estates Report Respond to Jill Tomkins question regarding who picks up patient discharge costs from the RUH to home | BD/11/01/12.0 | Jan 2011 | Feb 2011 | Completed. Closed | Director of Estates and Facilities |
| PB076 | Audit Committee Report Update Trust Board on appeal against Quality Assurance assessment rating for 2009/10 after the next Audit Committee | BD/11/01/15.0 | Jan 2011 | Apr 2011 | On Audit Committee agenda for March. Open | Director of Finance |
| PB077 | Quality Improvement Strategy HCAI section under Improving Patient Safety (3.1) be amended to minimise, not decrease. | BD/11/01/16.0 | Jan 2011 | Feb 2011 | Completed Closed | Director of Nursing |