

**Practice based clinical governance meeting**

**X Practice**

**Chair: Clinical Lead (x)**

**AGENDA**

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| **Date:** |  | **Time:** |  | **Meeting No.** |  |
| **Location:** |  | | | | |

General points regarding this meeting-

* This is an opportunity for your practice team to discuss any issues, share learning and agree plans together for anything that needs improving.
* Any relevant information from the Quality Assurance Meeting (QAG) should be shared at this meeting.
* Any issues raised at this meeting that cannot be resolved by the practice team should be escalated to QAG.
* If the chair of the meeting can agree the agenda prior to the meeting and this should help the meeting to run more effectively.

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| **No** | **Agenda Item** | **Time allocated** | **Notes including who is leading, any decisions needed** |
| 1 | Welcome/Introductions/Apologies |  |  |
| 2 | Minutes of Previous Meeting/Action Log |  |  |
| 3 | **Matters Arising** |  |  |
| 4 | **Safety**   * Any clinical safety concerns raised by the practice team |  |  |
| 5 | **Clinical Performance**   * Discussion around any difficulties with clinical performance eg flu/QOF etc |  |  |
| 6 | **Access**   * Any problems with clinical capacity |  |  |
| 7 | **Complaints/SI’s**   * Discussion of any complaints or serious incidents * Remember these need to be recorded on Datix |  |  |
| 9 | **CAS Alerts**   * Recap of all alerts received since last meeting and any actions required |  |  |
| 10 | **Safeguarding**   * Any safeguarding issues to escalate to the team by the safeguarding lead |  |  |
| 11 | **People participation**   * Review patient feedback and any information from the PPG, agree plans for any improvements needed |  |  |
| 12 | **Clinical effectiveness**   * Clinical audits carried out or planned * Review directorate level audits * Focus on shared learning from the audits and plan future audit activity as a team * Clinical supervision and notes reviews- any points for discussion |  |  |
| 13 | **Infection prevention and control**   * Any current issues or concerns |  |  |
| 15 | **Quality Assurance Group**   * Anything to be shared with the team from QAG |  |  |
| 16 | **NICE Guidance**   * New NICE guidance or revised guidance this month * Plan as a team any changes that need to be implemented, any issues with this plan that need to be escalated to QAG? |  |  |
| 17 | **Policies and procedures**   * NEW policies to be discussed and embedded |  |  |
| 18 | **QI Updates**   * Discuss any feedback from QI Forum * Any proposed new QI projects |  |  |
| 19 | **Health, safety and security**   * Risk assessments up to date? |  |  |
| 21 | **Practice Risk Register**   * Review of the register * Any new risks or issues highlighted for logging |  |  |
| 22 | **CQC Readiness**   * Review of any CQC action plans * Any new good work to include in the practice portfolio |  |  |
| 23 | **AOB** |  |  |
| 24 | **Date of Next Meeting: x, x Room** |  |  |