

**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
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| 5 | **Clinical Performance** * Discussion around any difficulties with clinical performance eg flu/QOF etc
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| 6 | **Access** * Any problems with clinical capacity
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| 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
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| 10 | **Safeguarding*** Any safeguarding issues to escalate to the team by the safeguarding lead
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| 11 | **People participation*** Review patient feedback and any information from the PPG, agree plans for any improvements needed
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| 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
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| 13 | **Infection prevention and control*** Any current issues or concerns
 |  |  |
| 15 | **Quality Assurance Group*** Anything to be shared with the team from QAG
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| 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?
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| 17 | **Policies and procedures*** NEW policies to be discussed and embedded
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| 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** |  |  |