

Health and Adult Social Care Overview and Scrutiny Committee

BRIEFING NOTE – No.09/12

Date: 13 December 2012

Briefing paper to: All Members of the Health and Adult Social Care Overview and Scrutiny Committee

Purpose: To update Members on Quality Assurance issues

Quality Assurance Briefing for the Health and Adult Social Care Overview and Scrutiny Committee 19 December 2012

Background

NHS Kent and Medway has been asked to provide assurance that, following the establishment of Clinical Commissioning Groups (CCGs), quality will remain integral to everything they do and that robust governance arrangements are in place for that to continue post April 2013.

The National Quality Board report, '*Maintaining and improving quality during the transition: safety, effectiveness, experience*' (March 2011), set out a range of recommendations for Boards aimed at sustaining quality during the transition.

A further report was issued by the National Quality Board in May 2012 called *How to Maintain Quality during Transition: Preparing for Handover*. This document required Primary Care Trusts (PCTs) to produce two documents:

- **Annex A**, a template document which outlines the plans to develop the Quality Handover Document, and
- **Annex B** (Preparing for Handover) an indicative template that was required to be used for the final Quality Handover Document.

The Annex A document, which was signed off by the NHS Kent and Medway Board, was submitted to NHS South of England [NHS SoE] on June 23, 2012.

The Annex B document, *Preparing for Handover*, was sent in draft format to NHS SoE at the end of September. Favourable feedback was received and NHS Kent and Medway is refreshing the data and finalising the key risks and mitigating actions that will form the handover to the new receiver organisations.

Support

There has been a considerable amount of work and engagement undertaken during the last year to ensure that quality has been maintained and sustained within the system. It was agreed from an early stage that the three Associate Directors of Nursing and Quality would be aligned to Clinical Commissioning Groups (CCGs).

The purpose for this was:

- to ensure that CCGs were given a single point of contact for quality advice and guidance;
- to have a named individual attend their Board meetings and supply quality and safety related papers, highlighting key themes and trends and to ensure that the CCGs understood the current risks within the system and the mitigating actions that were in place;
- to ensure that relevant information sharing and training sessions could be given to Board members to highlight what their statutory responsibilities for quality and safety would be in the future;
- to help develop appropriate structures and job descriptions to ensure robust governance arrangements were in place at an early stage;
- to guide the CCGs through the authorisation process and ensure they were able to give the relevant assurance to the authorisation panels that quality is core to the organisation;
- to co-ordinate and set up CCG Quality Committees with appropriate Terms of Reference and membership.

CCG current position

North Kent CCGs (Dartford, Gravesham and Swanley CCG, Medway CCG and Swale CCG)

The three CCGs, as listed above, have agreed that they will form a North Kent Alliance to deliver their quality and safety agendas. They have agreed to have one Chief Nurse to lead the quality and safety structure. This post has been recruited to. They will also host a full quality and safety team within the CCG structure and these posts are currently being appointed to.

The North Kent CCGs have been receiving quality and safety papers at their Board meetings for several months and are well informed about quality and safety information of their main providers. They have also set up their own quality committee and the first meeting was held on 30 November 2012. This group will meet on a bi-monthly basis.

East Kent Federation CCGs (Ashford CCG, Canterbury and Coastal CCG, South Kent Coast CCG and Thanet CCG)

The east Kent CCGs will appoint to two Chief Nurse posts, one for Ashford and Canterbury and Coastal, one for South Kent Coast and Thanet. Both of these posts will be advertised shortly. The CCGs have decided that they will be buying the majority of their quality and safety support from the Kent and Medway Commissioning Support (KMCS) service.

The four East Kent CCGs and the combined Federation have been receiving quality and safety papers at their Board meetings and they are well informed about the quality and safety information in relation to their main providers. They have also set up their own quality committee and the first meeting was held on 11 December 2012.

West Kent CCG

West Kent will be recruiting to one Chief Nurse post within their structure and will be buying in all other quality and safety support from KMCS. As with the other CCGs, quality and safety papers have been regularly taken to each of their Board meetings and they are well informed with regard to quality and safety information in relation to their main providers. The West Kent Quality Committee has been established since September 2012.

Handover Process

The Acting Director of Nursing is meeting with all Clinical Accountable Officers and Accountable Officers in December to start the first phase of the handover process.

The NHS Kent and Medway Chief Executive, Director of Nursing and Medical Director will hold formal handover meetings with the equivalents in all receiver organisations during March, when the final handover of all current information, risks and actions will take place.

If any further information is required, please contact Corrine Stewart, Programme Lead for Clinical Effectiveness – Corrine.stewart@eastcoastkent.nhs.uk

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Tel: 01634 335125

Mob: 07879 473548

Internal: 5125