

Medical Devices & Facilities Group
CONFIRMED MINUTES
Monday 17th May 2021
15:30 via MS Teams

Present:	
<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>	<p>ISS General Manager</p> <p>Divisional Nurse Director for Neurology</p> <p>Head of Risk</p> <p>Senior Facilities Manager</p> <p>Risk Lead / LSMS</p> <p>Divisional Procurement Officer</p> <p>Infection Control Specialist Nurse</p> <p>Moving and Handling Advisor</p> <p>Deputy Director of Operations & Strategy</p>
In Attendance:	
██████████	Minutes
Apologies:	
<p>██████████</p> <p>██████████</p>	<p>Estates Manager</p> <p>EBME</p>

MDF 01/21-22	1	<p>Apologies & Welcome</p> <p>Noted above</p> <p>██████████ welcomed all to the meeting and clarified that the purpose of this meeting was to refresh and restart regular meetings as the last one was held in September 2019.</p>
MDF 02/21-22	2	<p>Notes of Previous Meeting – 17th September 2019</p> <p>Matters Arising from the Previous Meeting</p> <p>Updates to the Action Tracker are recorded under item MDF 17/21-22</p> <ul style="list-style-type: none"> Item 55/18 regarding competencies and training. This item to be carried forward as a new item. A meeting has been held with ██████ and ██████ and IT, to look at further development of a competency system. ██████ will check with IT re progress.
MDF 03/21-22	3	<p>Terms of Reference</p> <p>The Terms of Reference (ToR) were reviewed and discussed. The following changes were agreed:-</p> <ul style="list-style-type: none"> The Agenda would be reviewed and collated into one meeting Deputy Director of Nursing & Governance to be Chair (██████ to check this) Head of Risk to Deputy Chair Lead Nurses are now Divisional Nurse Directors The frequency of meetings will be quarterly <p>██████████ advised he would update the ToR and send to the group for further</p>

		comments. These will then be submitted to Business Performance Committee in June for approval.
PART A		
MDF 04/21-22	4	<p>Estates Update A brief update was provided by ██████████ on behalf of ██████████. Going forward, ██████████ advised that it will just be ██████████ providing updates for the Estates Team.</p> <p>4.1 Heating Pipes (Standing Item) It was noted that the heating pipework is continuing. Cairns Ward has now been handed over to the contractors and work is underway.</p>
MDF 05/21-22	5	<p>Facilities Update</p> <p>5.1 ISS Update ██████████ advised that for future meetings she will provide updates for Facilities and will gather feedback on behalf of ISS as this is more of a Trust meeting. ██████████ suggested that Facilities updates are fed into this meeting as opposed to going to various meetings. ██████████ advised this could be included on the refreshed ToR.</p> <p>██████████ provided an update for ISS, noting that recruitment for a further Service Operations Manager is currently in progress and it is envisaged this will be completed by next month. Once this is in place the team will be in a better position for when the bid schedules are released.</p> <p>It was also noted that work on compliance with regards to face to face training (eg with security/conflict resolution) is underway as some training such as Conflict Resolution had been delayed due to the Covid -19 pandemic. Training dates have been set for June with more dates to follow.</p>
MDF 06/21-22	6	<p>Security Update – Body Worn Cameras ██████████ advised that this had been discussed at the Health & Safety Group meeting which had taken place earlier in the day (17/05/21). ██████████ advised that the policy has now written and via the Information Governance Group and the standard operating procedure (SOP) is included as an appendix to the policy. Security staff need to be signed off against the SOP prior to using the cameras. All security staff now need to have the camera in place prior to responding to any incidents.</p>
MDF 07/21-22	7	<p>Sustainability Plan ██████████ reported that work on the Sustainability Plan is progressing well and that the Green Plan should be in place for the Board by March 2022 but there is a lot of work to be completed. ██████████ added that she had circulated further information to the Sustainability Group from the waste company Viridor. It was noted that more key stakeholders may need to be invited to future Sustainability meetings for example IT. ██████████ advised that she will check that IT are on the meeting circulation list.</p> <p>ISS Tender Update ██████████ advised that she is struggling to receive some information back from ISS and noted this was due to ISS experiencing staffing shortages. The ISS reports for March and April have not been received which is a cause for concern. With regards to soft FM services, ██████████ reported that herself, procurement and other key stakeholders are working very hard to ensure that the specifications and KPIs are carefully prepared for the needs of the Trust. ██████████ advised it is important that the KPIs are correct so these can be managed whoever the future incumbent is.</p>
PART B		
MDF 08/21-22	8	<p>EBME Update (Including KPIs) ██████████ provided an update noting that the previous 18 months with regards to KPIs had been difficult due to the Covid-19 pandemic however all areas are compliant.</p>

		Overdue critical high risk equipment stands at 8.2% which is just below the 10% allowance. It was noted that there are staff shortages within EBME and the KPIs and situation will be monitored closely going forwards.
MDF 09/21-22	9	<p>Equipment Update</p> <p>9.1 Asset Labelling ██████████ noted that a lot of medical devices had been purchased during the pandemic and that departments need to notify EBME so the equipment can be asset labelled and managed going forwards.</p> <p>9.2 Equipment in Fallow space ██████████ also advised that there was some new equipment (eg ventilators) that had been sent free of charge via the Trauma Network to the Trust during the pandemic. A discussion ensued as to what should be done with this equipment with suggestions including donating it to India or selling it. ██████████ verified if the equipment is kept it would need to be asset labelled.</p> <p>9.3 ECG Machines ██████████ advised that three ECG machines were shortly coming to end of life use. ██████████ (Neurosurgery Division) advised that new machines have been ordered. ██████████ will follow up to confirm this noting his concerns if the machines have not been ordered.</p>
MDF 10/21-22	10	<p>Review of Incidents ██████████ advised he could devise a high level summary of incidents to flag eg for estates/CQC/training etc.</p>
MDF 11/21-22	11	<p>Review of MDA, EFA and EFN's ██████████ noted there is nothing on-going at the current time.</p>
MDF 12/21-22	12	<p>Medstrom Bed Maintenance / Repair Update ██████████ provided an update noting that work around beds is an on-going concern. ██████████ is working closely with ██████████ to specify Trust needs prior to contract renewal which is due in April 2022.</p>
MDF 13/21-22	13	<p>Competencies / Training ██████████ advised that she writes competencies for moving and handling equipment but has been drafted in to write more as many are simply training sheets. ██████████ is working closely with ██████████ on the Competency Framework with a view to adding to Health and Safety Audit tool. This will mean that appraisals will confirm that a staff member is up to date with competencies on the equipment for their area. This is developmental work which has been delayed by Covid-19 and the need for additional training on the wards. ██████████ added the system from IT is required and suggested it would be good use of the digital aspirate funding.</p>
MDF 14/21-22	14	<p>Decontamination Group – Minutes & Update It was noted that there is no decontamination group but ██████████ was looking into this. ██████████ confirmed that ██████████ will speak to ██████████ (Decontamination Lead) in Theatres and will provide feedback.</p>
MDF 15/21-22	15	<p>Any Other Business It was confirmed that these meetings will be refreshed and the ToR updated and the agenda merged.</p>
MDF 16/21-22	16	<p>Date & Time of Next Meeting Monday 6 September 2021 @</p>

Action Tracker: MDF 17/21-22

Complete & for removal
In progress
Overdue

Meeting Date	Minute Ref	Agenda Item	Action	Assigned To	Updates	Deadline	Status
20/12/18	55/18	Competencies /Training	█ to discuss the possibility of introducing a system for recording competencies on Electronic system that links with ESR with the Director of Nursing	█	█ has liaised with staff at RLUH on their current system which records competencies onto ESR. This is a big piece of work which remains ongoing	Ongoing	Closed Remove after mtg 06/09/21
21/05/19	76/19	Facilities Update – ISS Update	Floors in riser cupboards to be painted before Contractors start pipework	█	On plant room checks. On RCA 136 discussed 17/05/21 at H&S group	ASAP	Closed Remove after mtg 06/09/21
21/05/19	MDF 77/19	HPV fogging	█ to discuss further with █ outside of this meeting	█	Some issues re fogging competencies but now resolved. Any issues contact █	ASAP	Closed Remove after mtg 06/09/21
17/09/19	MDF103/19	Scale removal from taps	█ to discuss further outside of this meeting	█	█ advised that have a programme with Estates & ISS in place to descale taps and replace filters	ASAP	Closed Remove after mtg 06/09/21
17/09/19	MDF103/19	UV Machine	To be added to risk register	Facilities	A further UV machine was purchased so now have one in each building.	ASAP	Closed Remove after mtg 06/09/21
17/09/19	MDF103/19	Fans	Estates to gather in the bladed fans once Wards have asset labelled them	█	New Dyson fans were labelled and bladed fans collected –part of heat wave plan	ASAP	Closed Remove after mtg 06/09/21

Meeting Date	Minute Ref	Agenda Item	Action	Assigned To	Updates	Deadline	Status
17/09/19	MDF103/19	Bed Store	█ to check capacity of current system to see if CCTV can be installed. █ to discuss with █	█	Unlikely that CCTV would be installed due to costs. █ advised in more control of mattress store.	ASAP	Closed Remove after mtg 06/09/21
17/09/19	MDF104/19	Body Worn Cameras	Comms to be sent out when Security are ready to use the body worn cameras	█	Discussed at H&SG 17/05/21 and monitored via H&SG	ASAP	Closed Remove after mtg 06/09/21
17/09/19	MDF107/19	b. T34 Syringe Drivers	█ to liaise with █ regarding like for like replacement syringe drivers	█	Ward Locker put in place for Syringe Drivers on Cairns Ward.	ASAP	Closed Remove after mtg 06/09/21
17/09/19 C/F from 20/12/18	MD 02/21-22	Training & Competencies	Item 55/18 regarding competencies and training. This item to be carried forward as a new item. A meeting has been held with █ and █ and IT, to look at further development of a competency system. █ will check with IT re progress	█		June 2021	
17/05/21	MDF 03/21-22	Terms of Reference	█ to update ToR and circulate to group for response and return for approval at June BPC mtg █ to check if the meeting to stay with Nursing or move to Operations	█ █		ASAP	
17/05/21	MDF 09/21-22	9.3 ECG Machines	█ to check that ECG machines x 3 have been ordered by Neurosurgery Division	█		ASAP	
17/05/21	MDF 10/21-22	10 Incidents	█ advised that he will devise a high level summary of those risks that need flagging re estates/CQC/training etc	█		ASAP	