



Cumbria and Lancashire Telestroke Network

TELESTROKE EXECUTIVE BOARD ACTION LIST MEETING FEBRUARY 2011

DATE OF MEETING: 16/02/2011

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
September 2010				
TS14/10	<p>Actions: Project Update;</p> <p>Measurement and Evaluation:</p> <p>1. Drs O and D to discuss the problems regarding the registering for the training</p> <p>Business Model:</p> <p>1. KB to ensure that the policy document is disseminated to the members governing bodies and reported back to NCUH by the 1st working week of the New Year.</p>	<p>OO/DPD</p> <p>KB</p>		<p>Dr O has contacted all consultants</p> <p>Covered by agenda item....</p>
TS24/10	Project Update	AT	EC 2010	AT looking into access of Burnbank System

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	Equality & Diversity Assessment being undertaken Needs to go through governance urgently	AT/HK	Jan 2011	
	IM&T Procurement Complete revenue report & implications	AT/ED/MT	Oct 2010	Covered on agenda item 5b
TS 33/10	Action List & Matters Arising Final approval of & draft letter to go out to all relevant people in partner trusts	AT	DEC 2010	Agenda item
TS39/10	AOB Project Implementation Plan to be sent out to all board members for comment – with return by date Finance & HR to be re- invited to meetings	AT/HB HB	DEC 2010 Next meeting	Sent out AM attended. HR to attend next meeting

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DECEMBER 2010				
TS44/10	DASHBOARD IM & T Once order placed acquire equipment for CIC & WCH so PD & OO can trial prior to go live AB/AT to draw up consortium agreement and circulate to board Rota's PD to write to consultants and ask for written commitment to scheme	PD/OO AB/AT PD	ASAP Jan 2011 Jan 2011	Completed Completed Completed
TS45/10	Governance KB/ED to take policies round when doing trusts visits	KB/ED	Early 2011	Completed
JANUARY 2011				
TS54/11	ED to distribute templates with new logo	ED	ASAP	Completed
TS55/11	Training to be Agenda Item for next meeting	AT	Feb 2011	Completed
TS56/11	ED to check SINAP coding	ED	Feb 2011	Completed
TS57/11	Complete checklist of outstanding items List of Consultant names and contact numbers to	AT/ED AT	Feb 2011 March 2011	Further discussion. Brief discussion around Consultant backup list. It was agreed that AT would compile list of names and telephone numbers. He would also produce a flow

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	be compiled plus flowchart/process to describe what to do in lack of on call cover with local site			path describing the process what to do in lack of on call cover.
TS59/11	AM to send invoice to Central Lancs for full amount then partner trusts to invoice in. AM to send out missive to DOFs in partner trusts and copy in AB and AB	AM	ASAP	Completed
TS60/11	AT to check that Burnbank works 24/7 and not a service that works just after 5pm	AT	Feb 2011	Completed – confirmed it works 24/7
TS61/11	AM to check if any implications starting project in new financial year	AM	Feb 2011	Completed
February 2011				
TS68/11	ED and PD to produce competency proforma. Elaine to compile a list of training attendance dates for consultants	ED/PD ED	March 2011 March 2011	
TS 66/11	BM to take the flow chart and raise at the NCUH managers on call forum.	BM	March 2011	