

IRM
Health Care Special Interest Group Meeting
Roger Shaw
Head of Risk Management
City & Hackney Primary Care Trust

1 Venue

The meeting was held between 10.30 and 13.00 on the 14th March 2006 at The Institute of Risk Management, Lloyd's Avenue House, 6 Lloyd's Avenue, London, EC3N 3AX.

2 In Attendance

Name	Affiliation
Kathy Bamford	Imperial College London
Maddy Butler	Melton, Rutland and Harborough PCT
Nicola Crawford	Business Resilience
Michelle Dixon	Hospital of St John and St Elizabeth
Caroline Fish	Hammersmith Hospitals NHS Trust
Patrick Halloran	Health Governance
Paul Johnson	Parkhill Audit Agency
Roger Shaw	City & Hackney tPCT
Carole Walker	Sutton and Merton PCT
Rayne Ward	Medisure

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3 Apologies

Name	Affiliation
Bevleigh Atkinson	Bentley Jennison
Ron Moody	South London & Maudsley MHT
Sandra Meadows	National Patient Safety Agency
Stephen Fowler	IRM
Prof Brian Toft	

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4 Minutes of Last Meeting

Patrick Halloran (PH) briefly summarized the minutes from the last meeting held at the IRM on the 10th January 2006, which were then circulated and agreed as a correct record

5 Meeting Summary

5.1 Matters Arising

The meeting reviewed the areas of interest that had been discussed at the last meeting and also thoughts and comments received from various Group members since that meeting

It was noted that the group would only be able to effectively consider two or three main areas simultaneously. It was agreed that, in addition to the overwhelmingly popular suggestion from the last meeting of encouraging increased involvement of clinicians in risk management processes, the group would also like to consider:

- The effectiveness of risk management processes, risk registers, assurance framework, etc.
- ‘Re-starting’ after mergers and not losing what you have already achieved during the transition

The current emphasis on Integrated Governance prompted some discussion and it was suggested that the Group attempt to find out more about the subject from the Clinical Governance Support Unit.

It was also suggested that the Group try and identify clinicians who are involved in successful risk management programmes and who might like to come to the IRM’s annual conference and discuss how this has been achieved.

On the topic of re-configuration several people expressed an interest in finding out how to support mergers while ensuring that the resultant approach to risk management was integrated rather than disjointed. Questions posed were:

- How do you maintain (keep) the knowledge you have?
- How do you work with people who may lose their jobs?
- What happens to the information that people have – how do we avoid losing it.

5.2 Future Arrangements

The meeting moved on to discuss some of the more formal and logistical requirements that the group needed to address. These included:

- The production of the SIG’s Terms of Reference (TOR).
- How often should the group meet?
- The use of smaller working groups to focus on specific topics that would then be reported back at the meetings of the full SIG.

PH offered to produce some outline Terms of Reference for discussion at the next meeting.

It was suggested that the SIG should meet quarterly with and (dependent on suitable venues) would try to include meetings in cities other than London. It was agreed that a diary of dates and locations be established that avoided meetings during public holidays and avoided Tuesdays. The group considered that meetings on Wednesdays would be most suitable. PH was asked to circulate a diary of proposed meeting dates and locations. Suggestions and offers of suitable venues should be sent to PH.

5.3 Communication

The issue of a SIG presence on the IRM web site was discussed and PH agreed to find out whether this would be possible. The main problem here would be developing and maintaining the site. How would this be done and who would do it. Would it be hosted by the IRM?

Nicola Crawford suggested that the group look at <http://www.smartgroups.com> where it was possible to easily set up and maintain a group web presence. The facilities include:

- Homepage with basic Group information
- Message area
- Event calendar
- Files area
- Picture albums
- Voting area
- Classified ads
- A simple database system.
- A site management area with associated functions.

It was agreed that this option should be investigated, in order that the Group could decide which approach would be most suitable to support its work.

It was also agreed that Roger Shaw would assemble a list of SIG members together with their contact details for circulation to members of the SIG.

A suggestion that gained much support was that individuals produce a short profile of themselves (of say, no more than 200 words) and this be held on the SIG's website or be circulated by email. Once a decision had been made on how to host the SIG's Website then it would be decided how best to record the membership and circulate information on each member of the SIG.

5.4 Future Work

It was decided that the SIG needed to 'kick start' the work on clinicians involvement in risk management, and PH agreed to speak to the NPSA regarding a presentation on this at the next meeting.

Following a short discussion, it was noted that the Guidelines for IRM Special Interest Groups specifically forbid the use of information gained or produced through

membership of the Group for commercial purposes by any member of the Group. All Group members were reminded to familiarise themselves with these guidelines and the IRM Code of Conduct to avoid the possibility of any future confusion or misunderstanding.

Roger Shaw proposed that an initial work item might be an investigation into the background, education, work and training of NHS risk management staff. To this end he agreed to discuss the matter with the NHSLA to see whether we could get contact information for NHS risk managers to whom we might send a survey.

5.5 IRM Conference

Finally, the issue of the Annual IRM Risk Conference (Risk Forum 18–20 Sept 2006) was broached. Last year a Health Care theme had been offered at the conference but take up was very poor. All IRM SIGs have been invited to host a workshop at the 2006 event. It was proposed that if anyone had any ideas about what the SIG could present or organize to communicate with PH.

6 Next Meeting

The next meeting will take place on Wednesday 28th June 2006.

7 Agreed Actions

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Action Reference	Action	Person
2.1	Develop outline Terms Of Reference for the SIG and circulate for comment.	Patrick Halloran
2.2	Circulate proposed meeting dates to membership	Patrick Halloran
2.3	Advise Patrick Halloran about the availability of suitable meeting rooms for the SIG in London and elsewhere	All
2.4	Investigate how best the SIG can support a Web presence so that email can be sent to members and members can access a site where relevant information is kept.	Roger Shaw
2.5	Put together a list of members, affiliations and contact emails for use by the SIG.	Roger Shaw
2.6	Contact the NHSLA and determine feasibility of SIG carrying out a survey of NHS risk managers.	Roger Shaw
2.7	Contact Patrick Halloran with any ideas about health related themes that could be presented at the forthcoming IRM Risk Conference.	All
2.8	Liaise with members and the IRM regarding a suitable workshop that the SIG could host at the IRM Risk Conference.	Patrick Halloran