

Patient Network meeting

Tuesday 22nd June

14.00-17.00

HQIP Offices

Holland House, Bury St, London, EC3A 5AW

Minutes

Attendees:

RD
VH
BH
MH
JJ
JP
KR
PW

Apologies:

BB
JL
BM
LP
IT
ST
KW
AY

1. Welcome and introductions

KR welcomed everyone to the first official Patient Network meeting. It was stated that even though there are workshops and consultation events that the Network have met over the past 18 months, that members had requested that we meet in an official capacity, to establish the Network's role. Everyone was in agreement.

2. The Patient Network

- Terms of Reference (Paper 1)

A draft ToR had been previously emailed/posted round to the group. The Network agreed with all the terms and made several additions. It was discussed whether we needed a Code of Conduct, but agreed that these points could be added to the ToR.

KR to complete the changes and email the Network, for it to be finalised.

JP to email KR the NELFT (North East London Foundation Trust) Code of Conduct

VH to email KR the governance papers from Camden Link

3. Progress Update

- Guidance

KR updated the group on the success of the guidance published November 09. Many of the Network had contributed to its development and expressed how pleased they were with the result. A summary version of the document was discussed, and was seen as being a useful resource.

KR to write a summary and email it to the Network.

- Templates

KR showed the Network two sets of Confidentiality Agreements and

Consent Forms. The Network were asked if either of them could be put up on HQIP's website and used as a template for other organisations to use. The Network agreed on one that was less formal, friendly and informative without being patronising, it was thought the more formal one used threatening language and could be seen as "off-putting" for a new volunteer.

KR to update the version and email it to the Network

➤ Tools

KR showed the group the new products that are now available on the HQIP website.

<http://hqip.org.uk/assets/3-HQIP-CA-PD-025-Guide-on-how-to-present-clinical-audits-for-the-public-19-April-2010.pdf>

<http://hqip.org.uk/assets/4-HQIP-CA-PD-025-part-2-leaflet-Clinical-Audit-An-Introduction-for-Patients-19-April-2010.pdf>

<http://hqip.org.uk/assets/Uploads/2-HQIP-CA-PD-024-Guide-for-patients-in-understanding-clinical-audit-reports-19-April-2010.pdf>

All the products had been emailed to the Network in its draft stages and BH was part of the Editorial Board for the development of all the HQIP Clinical Audit Tools.

4. CAPRI meeting in Huddersfield

KR informed the group about the Clinical Audit Patient Representative Initiative – a patient group in Huddersfield. KR attended their meeting on 12th June and will write up a case study for the website.

The Network to continuously be on the look-out for best practice examples.

5. Expenses claim guidance (Paper 2)

The Network had all received the draft guidance prior to the meeting and agreed it.

NB. A suggestion was made that if the Network were ever required to stay overnight that the Methodist International Conference Centre in London had reasonably process accommodation (though HQIP would have to be a member).

Other comments were made regarding payment or "Rewards and Recognition" for the work that the Network do. It was discussed that this raises benefit issues. It was requested that this topic is discussed again in the next meeting.

KR to finalise the guidance and add to the HQIP website.

6. Excel spreadsheet

The Network had all received a copy of the tool prior to the meeting

- tool (Paper 3)** and some had seen it at past workshops earlier this year. It was suggested that column headings should be added, the Network were pleased that the “where possible” additions in the Criteria had been removed for the PPE guidance.
The Network wanted it noted that they disagree with those additions still in the “Criteria and indicators of best practice” document.
The Network signed off the tool, KR to place on the HQIP website.
- 7. PPE guidance presentation** KR showed a presentation that HQIP have produced from the guidance. A few minor additions were made but the Network approved it and it will go up on the website soon.
- 8. Future work ideas** The meeting was over running by over an hour so it was decided that the next meeting would start earlier, and more ideas for future work could be discussed at this next opportunity
- 9. Any other business** There were none at this stage.
- 10. Date of next meeting** **Wednesday 6th October**
It was agreed that the HQIP offices in London were the most efficient place to hold the meeting.