

Borders NHS Board**BOARD EXECUTIVE TEAM REPORT****Aim**

The aim of this report is to update the Board on areas of activity within the Board Executive Team's Directors portfolios.

Chief Executive

Michael Moore MP & Jim Hume MSP: 27.06.14: The Chief Executive and Chairman continue to meet regularly with MPs and MSPs to brief them on local health service issues.

Open Forum: 10.07.14: The Chief Executive continues to hold open forums for all staff to attend at various locations within the NHS Borders estate. He met with the Finance Department staff and Occupational Health Service staff most recently.

Community Hospitals: The Chief Executive visited Hawick Community Hospital (10.07.14) Kelso Hospital and The Knoll Hospital (17.07.14) and Hay Lodge Hospital (18.07.14) to engage with both staff and patients.

Once for Scotland Summit: 22.07.14: The Chief Executive and Chairman attended the 'Once for Scotland' Summit which was designed to provide Chairs and Chief Executives of the NHS Boards in Scotland with the opportunity to shape the strategic direction of NHSScotland by identifying services that could be provided on a 'Once for Scotland' basis to ensure the best use of resources.

Circulars: The following Scottish Government circulars have been received by the organisation. Copies are available from the Chief Executive's Office.

Date Received	Circular Number	Title
30.06.14	PCA (P) (2014) 15	NHS (Pharmaceutical Services) (Scotland) (Miscellaneous Amendments) Regulations 2014 (SSI 2014/148)
01.07.14	PCA (O) (2014) 3	General Ophthalmic Services, Primary Eye Examination - Recall
04.07.14	CEL (2014) 11	Revised Payment Verification Protocols – General Dental Services, Primary Medical Services; General Ophthalmic Services; Pharmaceutical Services
07.07.14	CEL (2014) 12	FY1 Induction And Shadowing Arrangements
07.07.14	CEL (2014) 13	Human Resource Aspects Of Foundation And Specialty Training Programmes: Changeover Dates For 2014-15

08.07.14	CEL (2014) 14	NHS Independent Prescribers – Amendment To The Definition Of Prescriber To Include Physiotherapist, Podiatrist And Chiropodist Independent Prescribers
18.07.14	PCA (D) (2014) 6	Roll Out Of Defibrillators To Independent Dental Practices Providing Nhs General Dental Services (Gds)

Director of Nursing & Midwifery

Associate Director of Nursing BGH and PACS: Charlie Sinclair has been appointed as the Associate Director of Nursing for BGH and PACS. He will commence his new post in September 2014.

Associate Director of Nursing Mental Health: Isabel Swan has indicated her intention to retire from her post at the end of November. Isabel has been a senior nurse in NHS Borders for 37 years and will be a sad loss to senior nurse leadership. Senior Nurses wish Isabel all the best in her retirement.

Kelso Hospital: At the end of June there was a three day person centred training event by Stephen Smith and Mandy Gentlemen from Edinburgh Napier University held at Kelso Hospital. This was very successful with staff expressing enthusiasm, motivation and wishing to take projects forward that will improve patient experiences. It is hoped there will be a Celebration Day in December to help motivate the staff.

Royal College of Nursing (RCN) Joint Strategic Commissioning/Health & Social Care Integration, Implications for the Future of Nursing: The Director of Nursing and Midwifery attended this RCN event in Edinburgh on the 1 July 2014.

Food, Fluid and Nutritional (FFN) Care Standards: Healthcare Improvement Scotland along with the National Nutritional Advisory Board (NNCAB) are in the process of updating the 2003 FFN Care Standards. As part of the process a short life working group will work specifically on the issues surrounding complex nutritional care (artificial feeding). Following a national call for a Nutritional Nurse Specialist to participate NHS Borders Lead Clinical Nurse Specialist Gastroenterology Emma Howie will be the expert clinical advisor to this group.

Falls and Pressure Injury Prevention: Jackie Small has commenced in her post as Practice Development/Improvement Facilitator working in the Clinical Governance team using improvement methodology to target training, change and improvement predominantly in the areas of Falls/Pressure Injury Prevention.

Director of Workforce & Planning

NHS Borders Sector Based Work Academy: Pre-employment programmes – Graduation Event July 11th 2014: NHS Borders joined Skills Development Scotland, Jobcentre Plus and Borders College to celebrate the success of 11 trainees who completed a six week pre-employment programme in a graduation ceremony at Borders College, Galashiels this was the 5th Graduation within a 12 month period. The success rate of course completion and subsequent entry into employment has been outstanding. The Sector Based Work Academy is financed through Skills Development Scotland's Employability Fund.

The programme provides opportunities for unemployed people to experience working in NHS Borders. Placements have been in Care, Administration and General Services.

Jobcentre Plus identifies a number of unemployed jobseekers looking for work in Care, Administration or General Services. They then manage the recruitment to the course. Borders College are responsible for the administration and the delivery of components of the course. The partnership has developed over a period of time and has allowed networking and sharing of information across the partner organisations.

All candidates attend the NHS Borders Corporate Induction, Prevention and Management of Aggression and Violence training and complete the Statutory and Mandatory e-Learning modules. The Train to Care students complete Moving and Handling training. This results in the candidates being job ready on successful completion of the programme.

With an outstanding course completion rate of 100%, the programme has been welcomed by the majority of participants. A combination of sound partnership planning and evaluation, a course programme suited to the needs of the sector, high quality delivery, peer and professional support all contribute to the success of the NHS pre-employment programme. The partnership reviews the outcomes of each course and Improvements are incorporated into the next course.

- Placements have been in a variety of NHS Borders locations.
- Course includes training, work experience and a guaranteed interview.
- Participants within the administration component gain a basic level qualification awarded by the British Computer Society.

Certificates were presented by me, on behalf of NHS Borders. Grateful thanks were extended to the placement supervisors for their support in making the programme a success and to the sound partnership.

A further Train to Care Programme will commence in August 2014.

Carer Positive Employers Kite mark: Carers Scotland, on behalf of the Scottish Government is operating a new kite mark scheme to recognise employers in Scotland who support carers in their workforce. The aim of Carer Positive is to:

- Raise awareness of the growing numbers of people who juggle work and caring responsibilities
- Encourage employers to understand the business case for supporting carers in the workplace
- Encourage and provide recognition to those employers who currently have, or who develop policies and practices which support carers in their workforce

In addition to being recognised as good practice in employment terms, this also responds to changes in the population which will result in many more people of working age having caring responsibilities. Around 1 in 7 staff in NHS Borders will currently be caring for someone who is ill, frail or has a disability, and this number is forecast to rise significantly as the population gets older.

NHS Borders are keen to be involved in the Carer Positive Initiative. We currently have Policies for Special Leave & Flexible Working & will be revising Policies to align to PIN

guidance.NHS Borders have established a Steering Group which will be creating a work plan to achieve the Engaged Level of the Carer Positive Employers Kite mark.

Public Website: At the end of October 2013, funding was approved to deliver the desired functionality for an updated public website. The Planning and Performance Department project managed the development of the new website. This included consultation with the web development company to agree on layouts, designs and specifications, initially through stakeholder sessions which included representatives from Public Involvement, Communications, IM&T, Performance & Planning and the Executive Team. In the lead up to going live, regular meetings were held to approve functional specification going forward.

In addition, over 160 services represented on the NHS Borders public website were consulted about their page content and to ensure that only the most up to date information was included. A staging site was set up pre launch to allow data migration and testing of functionality.

Patients in the Borders are being encouraged to interact with their Health Board through its new website. The new revamped digital portal has been built to work on mobile platforms and contains service updates on more than 120 NHS Borders services. The new website was launched on 19th May 2014.

The launch builds on the Health Board's growing reputation in digital health. The new website also links to our Facebook and Twitter pages for real-time updates on what is happening in NHS Borders.

Director of Finance

2013/14: The Annual Accounts have been submitted to the Scottish Government for consolidation. Following completion they will be laid before the Scottish Parliament in due course. This is likely to be in October. The cost accounts for 2013/14 are currently being prepared for inclusion in the Scottish Health Services Cost Book, which will be released later in the calendar year.

2014/15: The finance team are working closely with Clinical Boards and services to increase the level of financial controls and the monitoring of budgets and to finalise revised year end forecasts. Due to the financial pressures across the organisation this work is crucial to ensure the Board meets its financial targets.

Key to the financial plan for 2014/15 is the Efficiency Programme. Good progress has been made although a number of proposed schemes are still currently being finalised. The monitoring of the programme is being undertaken through the Aspyre project management system. The Board will receive a detailed six monthly report on the Efficiency Programme.

Capital: The current year capital plan has been agreed. Commitment to additional projects will be progressed dependent on resources being made available through property sale proceeds.

Work is progressing on the Roxburgh Street Health Centre with detailed discussions with Hubco and the practice taking place in preparation for the commencement of building works later in the financial year.

Internal Audit: PWC have been appointed to undertake NHS Borders internal audit work for the first six months of the financial year. Work is ongoing, with the support of the Audit Committee, to agree the longer term arrangements for internal audit services.

Other: Within the Finance Department the implementation of the productivity and benchmarking report in partnership is nearing completion. A review of the project has been compiled to give assurance that the project has delivered as anticipated.

The Finance Integration Workstream continues to agree and progress the work elements required to ensure delivery of the Integrated Budget in the shadow year and post April 2015. Dialogue has also began with the newly appointed Chief Officer. The Director of Finance is exploring the development of the NHS Scotland Finance System to enable integrated reporting.

The department is supporting the development of e-learning finance modules across NHS Scotland. An induction module is currently being piloted and will be launched in the near future. Work is ongoing with respect to a module for budget managers and the expected launch date for this is December 2014.

Chief Operating Officer

Hospital View: The Wardview working methodology has been successfully in use in the BGH for almost a year now. The Chief Operating Officer has been heavily involved in designing a system view (Hospital View) and the story boards for this. Hospital View is a near real time visual reporting primarily aimed at managing patient flow and for planning purposes.

The Chief Operating Officer has also been involved in the development of a Patient Satisfaction Application which is an application for hand held devices to assist in collecting real time information directly from patients as to how they are feeling.

Institute of Healthcare Optimisation (IHO): The Chief Operating Officer along with colleagues from NHS Borders attended a Whole System Patient Flow training session run by IHO on Wednesday 11 and Thursday 12 June. The session provided many different learning opportunities over a range of subjects including operations management science and queuing theory.

South East Scotland Cancer Network – Compliance Audit: Chemotherapy Services across the Scotland East Scotland Cancer Network recently underwent a national external audit as part of a new governance process to ensure compliance with standards outlined in CEL 30 (2012). NHS Borders performed well overall and the audit team were very impressed by the service delivered in the Borders. Issues raised as part of the audit had already been identified as part of our local self assessment and are being addressed locally and nationally.

Medical Director

Death Certification: The Death Certification Act (Scotland) 2011 is being implemented in Scotland in a two stage process as detailed below:

1. New Medical Certificate of Cause of Death (MCCD) to be implemented at midnight on the night of 5th August 2014.

2. A new scrutiny process of the death certification process to be implemented in April 2015.

A local steering group has been convened to oversee this work chaired by Non Executive Director, Stephen Mather. The Medical Director is the executive lead and has been involved with the national implementation group for this process. Plans are in place to minimise disruption and distress to bereaved families at the time of the change to certificate on the night of the 5th of August. The steering group will then focus on preparing staff and the public for the scrutiny process.

IM and T: New electronic discharge letter - A multi discipline team of clinicians (acute and primary care), pharmacists and IM&T, have developed an electronic discharge letter which is produced from the TrakCare system. The letter was designed using the SIGN 128 guideline.

A pilot has been successfully run in wards 16 and DME in July. The aim is to have all the wards in the BGH using the letter over the next few weeks. A copy of the letter is reviewed by a consultant or senior training grade doctor, a final letter will only be sent if required. This should significantly reduce the number of final discharge letters.

Pharmacy: Following an appeal and a second hearing by the Pharmacy Practices Committee an application to open a pharmacy in Langlee has been approved. The pharmacy owners are hoping to have the pharmacy up and running in October.

Director of Public Health

Galashiels Men's Shed: The Galashiels Men's Shed is one of the first men's sheds in the Borders, this provides a communal workshop with tools and benches, where local men can get together to pursue their hobbies, work on joint projects and enjoy each other's company. Based on an Australian model, it is widely believed that men's sheds can be good for your health, from a social perspective, and the men presenting on the evening were testament to this belief. From a public health perspective, the men's shed is a good example of an asset based, co-production approach that took full advantage of the asset transfer process.

Partnership working between the Galashiels community, Volunteer Centre Borders and NHS Borders Healthy Living Network led to the development of the Men's Shed. The official opening took place at their premises in Langlee on Thursday the 3rd July and was hailed as "a really valuable facility for the area and the men who will enjoy using it". Friends and family of the 'Shedders', plus representatives from many local organisations gathered at the former Borders Production Unit building near Langlee Community Centre to celebrate.

The Galashiels Shed has already attracted an enthusiastic and growing membership who are working on community and environmental projects. Paul Bertram, a founding member of the Galashiels Shed said, "I'd never even heard of Men's Sheds until I saw a poster last November for a public meeting to set one up in Galashiels. It sounded like an interesting idea, so I went along and have been hooked ever since. The Shed is a great place for men who like making things and tinkering with projects. It's also good if you just want a cuppa and a laugh, and there are all sorts of jobs that need doing".

Osteoporosis guidelines: A review of osteoporosis drug use and expenditure was reported to the Strategy Group in October 2013 and recommended the implementation of

new guidelines to improve cost effectiveness whilst maximising the impact on fragility fractures. A follow up report went to the Strategy Group in July outlining progress with implementing the guidelines, their impact on prescribing and drug expenditure and providing productivity & benchmarking work on the service. The Strategy Group agreed with the recommendations to continue monitoring drug use and expenditure throughout 2014, reporting back in early 2015 and on £9000 non-recurring expenditure on clinical sessions to support implementation.

Diabetic Retinopathy Screening Survey: A survey has been created by the DUK 1T (Diabetes UK) team in partnership with young people, volunteers from DUK 1T Diabetes UK and NHS Borders Department of Public Health. The 4th 'Healthcare essential' for an individual to get their eyes screened for retinopathy annually, but a lot of young people with diabetes do not attend DRS appointments. The DRS service in NHS Borders have therefore developed in partnership a survey to give young people a chance to shape the service delivery, identify the barriers to attending eye screening, improve the uptake and also raise the awareness of the importance of eye screening. This survey will be available for 3 months from now and we would like to encourage as many young people as possible with diabetes to complete it. The data is anonymous and confidential and cannot be used for identifiable reporting. The link to this is <https://www.surveymonkey.com/s/Y2YWNH8>

Recommendation

The Board is asked to **note** the report.

Policy/Strategy Implications	Policy/strategy implications will be addressed in the management of any actions resulting from these events, activities and issues.
Consultation	Board Executive Team
Consultation with Professional Committees	None
Risk Assessment	Risk assessment will be addressed in the management of any actions resulting from these events, activities and issues.
Compliance with Board Policy requirements on Equality and Diversity	Compliant
Resource/Staffing Implications	Resource/staffing implications will be addressed in the management of any actions resulting from these events, activities and issues.

Approved by

Name	Designation	Name	Designation
Calum Campbell	Chief Executive		

Author(s)

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