

Pathology Services Transformation

Project Board – Telephone Conference

Actions

29 July 2010 - 14:00 – 16:00

Held by Telephone Conference

Attendees:

| Name | Organisation |
|-------------------|---|
| Anna Dugdale | Norwich & Norfolk FT (Chair) |
| Susan Stewart | Papworth Hospital |
| | Royal College of Pathologists |
| | NHS EoE Patient Safety Group |
| Stuart Shields | NHS Peterborough |
| Jo Whittaker | Cambridge University Hospitals NHS Foundation Trust |
| Nick Kirk | Papworth Hospital, Pathology Services Manager Representative |
| Dianne Gibson | Norfolk and Norwich University Hospital |
| Helen Williams | Norfolk and Norwich University Hospital |
| Jacqui Bunce | NHS Hertfordshire |
| Anthony Whitaker | NHS East of England |
| Andrew Brown | Representing Danielle Freedman from Luton and Dunstable Hospital |
| Andrew MacPherson | NHS East of England |
| Ian White | NHS East of England (Secretariat) |
| Hemel Desai | NHS East of England (Clinical SME) |
| Amanda Gadsby | NHS East of England (Workforce SME) |
| Diekola Sulu | NHS East of England |

Apologies:

| | |
|-------------------|---|
| Stephen Dunn | NHS East of England |
| Danielle Freedman | Luton & Dunstable hospital |
| | Royal College of Pathologists |
| Robert Alexander | DH Pathology Programme |
| Ron Zimmern | PHG Foundation |
| | Steering Group for the National Genetic Testing Network |
| Annette Howlett | NHS EoE Competition Panel |
| Tim Wreghitt | Health Protection Agency |
| | Royal College of Pathologists |
| Hossein Khaled | NHS Suffolk |
| Samantha Sherratt | NHS East of England |
| Marion Wood | Colchester Hospital University NHS Foundation Trust |

For information

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| Robert Winter | NHS East of England |
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| Action No. | The following actions were agreed | Action For & When by |
|-------------------|--|--|
| 1. | Circulate updates made to the PID from comments from Project Board members following board review | Ian White 2/08/10 All 4/08/10 |
| 2 | Clinical Design Subgroup to submit 1 st draft service delivery recommendations using available data on activities, costs and turn around times by 16 August 10. | Clinical Design Subgroup 16/08/10 |
| 3 | Circulate service delivery recommendations once issued by the Clinical Design Subgroup for consultations. | Hemal Desai 16/08/10 |
| 4 | Issue Project Board meeting request for 6 th of September to the Project Board. | Hemal Desai 30/07/10 |
| 5 | Circulate collated TRT data with added notes from the Clinical Design Subgroup to Project Board for review. | Hemal Desai 30/07/10 |
| 6 | Lab managers to review pathology workforce and available capacity within pathology services at the next Lab managers' forum. | Nick Kirk |
| 7 | Produce and circulate activity volume pie-charts by discipline (pg 7 from data analysis summary doc) | Hemal Desai 02/08/10 |
| 8 | SS to lead on reviewing available collated KPI suggestions. | Stuart Shield |
| 9 | Circulate updated OBC work package with revised delivery dates following approval of the change request and clarify what part of the OBC will be available for review and when | SPT 02/08/10 |
| 10 | Agreed to drop commissioning subgroup and utilise existing network of commissioners including PBC networks for communicating and engaging with the commissioners. | PSB |
| 11 | SS to lead on Project's engagement and networking with GPs to ensure the project meets their expectations and requirements through the PBC groups and networks | Stuart Shield |
| 12 | Invitation to the commissioners workshop to be extended to the Clinical Design subgroup to present recommended service delivery models to commissioners including PBC and GPs. | Hemal Desai 30/08/10 |
| | Date of Next Meeting: Telephone conference: 6 September 2010 – 10:00 – 12:00 Dial in details to follow with agenda a week before the meeting. | |

Future Meeting Dates:

Teleconference

6 September 10:00 – 12:00

Meeting (SHA)

28th September 13:30 - 15:30

Teleconference

28 September 9:00-11:00

Meeting (SHA)

18 October before 10:00 – 12:00noon

Teleconference

Proposed 4 November 10:00 - 12noon

Meeting (SHA)

18 December 12noon - 14:00