

Harrogate and District



NHS Foundation Trust

Quality of Care Risk Team meeting

..... Ward/Department
Date..... 2013 Time.....hours
Venue.....

AGENDA

1. Apologies
2. Action notes from the previous meeting
3. Quality ideas/concerns, including audits and key performance indicators.
4. Patient Safety Issues e.g.
 - Local issues
 - Alerts i/c NPSA
 - Infection control
5. Patient Experience issues
6. Complaints+Incident trends (review reports)
7. Staffing Issues e.g.
 - Appraisals
 - Mandatory training
 - Concerns
 - Health and safety
8. Risk Registers
9. Any other business

Date and time of next meeting is 2013 Time.....Venue.....