

1. Charitable Funds Report – October 2012

During the month of October 2012, the Airedale NHS Foundation Trust Charitable Funds received donations and legacies of over £12,000, including a £3,000 legacy for the Allergy/Respiratory Research Fund and a donation of £1,200 for the HODU fund. The charity funded the purchase of a number of equipment items totalling over £11,000.

2. The Week

The following documents and items of note have been issued by the Department of Health.

The Week: 5 – 11 October 2012

For NHS and social care leaders

Issue 268

Nothing to report.

The Week: 12 – 18 October 2012

For NHS and social care leaders

Issue 269

Nurses and midwives have vital role in flu vaccination

In an open letter to nurses and midwives, Professor Viv Bennett, Director of Nursing, Department of Health and the Government's principal advisor on public health nursing, has stressed the vital role that nurses and midwives play in making sure frontline staff are vaccinated against flu and patients are protected. This drive is supported by the Royal College of Nursing (RCN) and the Royal College of Midwives (RCM).

Frontline healthcare workers are more likely to be exposed to the influenza virus, particularly during winter months, when some of the people in their care will be infected. It has been estimated that up to 1 in 4 healthcare workers may catch flu during a mild influenza season, a much higher incidence than expected in the general population.

For further information go to:

<http://www.nhsemployers.org/HealthyWorkplaces/SeasonalFluCampaign/Latest-news/Pages/DepartmentOfHealthIssueLetterToNursesAndMidwivesFluVaccination.aspx>

Lead – Director of Nursing

EAG

Hospital patients need high quality food and drink

Principles outlining what patients should expect from hospital food were announced this week by Health Secretary Jeremy Hunt. These include the provision of high quality and healthy hospital food and drink, and patients being given a choice from a varied menu. A particular focus will be on the most vulnerable such as older people, a top priority for the Secretary of State. These principles will be a feature of new patient-led assessments covering areas such as hospital food, cleanliness, privacy and dignity.

For further information go to: <http://www.dh.gov.uk/health/2012/10/hospital-food/>

Lead – Director of Operations, Head of Facilities, General Manager (Sodexo), Dietetics and Acute Therapy Services Manager

EAG

Equality duty to make reasonable adjustments

(Gateway approval number:18248)

Although the duty to make reasonable adjustments for disabled service users is not new, the Department of Health wants to make sure all service providers are aware of their responsibilities. Where a provider does not comply with the duty to make reasonable adjustments in the provision of services of a public nature, it will be committing an act of unlawful discrimination. Further

guidance is available in chapter 7 of the Equality and Human Rights Commission's Statutory Code of Practice for Services, Public Functions and Associations.

Link: http://www.equalityhumanrights.com/uploaded_files/EqualityAct/servicescode.pdf

Action: All service providers need to make sure their policies and practices comply with this statutory duty.

Lead – Director of Nursing, Head of Equality and Diversity EDG

Data quality and clinical coding for improvement

(Gateway reference number: 18256)

This conference on 19 November 2012 in London is chaired by Dr Nick Booth, Director for Clinical Data Standards in the Informatics Directorate, Department of Health. It will focus on the consequences of poor clinical coding, in particular the impact on trust finances and outlier positions, and will also highlight the importance of quality of information in clinical records.

Link: <http://www.healthcareconferencesuk.co.uk/nhs-data-quality-clinical-coding-training>

Action: NHS chief executives and their colleagues can download the brochure at the link above, or contact kerry@healthcareconferencesuk.co.uk for further information. A 20 percent booking discount is available by quoting ref: hcuk20theweek.

Lead – Deputy Director of Finance/Head of Information DAG

The Week: 19 – 25 October 2012

For NHS and social care leaders

Issue 270

Pricing of NHS services

(Gateway reference number: 18128)

From April 2014, Monitor and the NHS Commissioning Board will take over responsibility for pricing NHS services from the Department of Health. They will do this through the national tariff. The consultation seeks views on which providers can formally object to Monitor's way of calculating prices, and what level of objection from commissioners and/or providers would require Monitor to reconsider how it calculates prices.

Link: <http://healthandcare.dh.gov.uk/pricing-consultation/>

Action: NHS chief executives can respond up to 21 December 2012.

Lead – Director of Finance EDG

Latest wave of NHS staff survey launched

(Gateway reference number: 18280)

The Department of Health has commissioned GFK NOP, an independent research agency, to conduct a survey among NHS staff of their awareness of a range of important issues, including major NHS policy initiatives and attitudes towards them. Fieldwork will begin on 2 November 2012 and will run through December and possibly into early January 2013. The survey will be conducted across all SHA clusters, to make sure staff views are represented across the country. The link below takes you to the results of last year's NHS staff attitudes survey.

Link: <http://www.dh.gov.uk/health/2012/06/public-perception/>

Action: NHS chief executives will wish to make sure their organisation fully participates in this survey.

**Lead – Director of Organisational Development and Workforce, Head of HR
EAG**

Handover and closedown: planning for a secure transition

(Gateway reference number: 18231 and 18228)

The Department of Health Integrated Programme Office is working with transition leads in SHAs to support and assure handover and closedown activity. Guidance is being produced by experts in the field, and policy and business leads, to make sure best practice is followed and there is a consistent approach across all organisations. The first set of guidance is now available, covering 'transfer documentation' and 'intellectual property rights'.

Link: <http://www.dh.gov.uk/health/2012/10/handover-guidance-transition/>

Action: NHS chief executives will wish to review these documents and consider the implications.

**Lead – Exec Directors
EDG**

The Week: 26 October – 1 November 2012

For NHS and social care leaders

Issue 271

NHS Property Services

(Gateway reference number: 18219)

As indicated by the Department of Health's baseline spend exercise in June 2012, NHS Property Services needs to capture operational income and expenditure information about the PCT estate transferring to it on 1 April 2013, to make sure it can effectively discharge its duties. This accompanying letter and guidance explains the rationale and the requirement.

Link: <http://www.dh.gov.uk/health/2012/11/estates-operating-information/>

Action: PCT chief executives will wish to make sure this request - for which ROCR approval has been sought - is met by the 30 November 2012 deadline.

EDG

Implementing emergency preparedness arrangements

(Gateway reference number: 18224)

This letter from Ian Dalton, Chief Operating Officer / Deputy Chief Executive, NHS Commissioning Board, supplements the 'dear colleague' letter dated 2 August 2012. This latest letter provides additional instructions and information to support.

implementing the revised emergency preparedness, resilience and response (EPRR) arrangements in the NHS. Links to a number of supporting documents are also provided.

Link: <http://www.commissioningboard.nhs.uk/epr/>

Action: NHS chief executives will wish to make sure the necessary arrangements are in place for implementation.

Lead – Medical Director, Assistant Director of Healthcare Governance

Health and Safety Committee

Never events policy framework update

(Gateway reference number: 17891)

The never events policy framework has been reviewed and updated to address areas of uncertainty. It provides greater clarity about never events and the recommended response to them, following feedback from stakeholders. It also contains data on the numbers of never events reported to SHAs and the National Reporting and Learning System in 2010/11 and 2011/12.

Link: <http://www.dh.gov.uk/health/2012/10/never-events/>

Action: NHS chief executives will want to work with medical and nursing directors to improve patient safety and eradicate never events. NHS chairs will wish to consider the refreshed framework through their board.

Lead – Chairman, Medical Director, Director of Nursing, Assistant Director Patient Safety DAGs

Proposals to revise the regulation and governance of NHS charities

(Gateway reference number: 18273)

The Department of Health is seeking feedback from the NHS and other interested parties, on final proposals to revise the governance of their current NHS charities. These plans will mean the removal of regulation by ministers, and will enable the charities to operate more independently, while preserving their close relationship with the NHS provider services they support.

Link: <http://www.dh.gov.uk/health/2012/11/nhs-charities/>

Action: NHS chief executives and staff who wish to provide feedback should respond by 31 January 2013.

**Lead – Director of Finance, Company Secretary
Charitable Funds Sub Committee**

Supporting brain donation and releasing bodies from hospital

(Gateway reference number: 18293)

This is to remind the NHS that insisting on sight of the Registrar's 'Green Form' to action the donation of a brain for research, or before releasing a body, is not a legal requirement, and can cause delays and distress to the bereaved. The references below provide information which enable the NHS to support brain donation. Body release forms have been used by some hospitals to facilitate release, and there will be a consultation in the autumn on a release form aligned to the new death certification system.

Links: www.justice.gov.uk/downloads/burials-and-coroners/guide-charter-coroner.pdf
www.mrc.ac.uk/Ourresearch/Resourceservices/UKBrainBanksnetwork/index.htm

Action: NHS chief executives will wish to consider how they support donation of brains for research and their policies for the release of bodies.

**Lead – Medical Director, Clinical Director Diagnostics and Therapy Services
Organ Donation Committee**

Learning from people's experience of last days of life

(Gateway reference number: 18313)

Media coverage has highlighted examples where people have reported that care in the last days of life has not been of high quality. Several organisations, co-ordinated by the National End of Life Care Programme, are starting projects to learn from experiences and make improvements.

Link: www.endoflifecareforadults.nhs.uk/news/all/learning-from-peoples-experience-of-last-days-of-life

Action: NHS chief executives may wish to discuss the implications with their medical and nursing directors, and with end of life care teams.

**Lead – Medical Director, Director of Nursing, Consultant in Palliative Care
End of Life Strategy Group**

The Liverpool Care Pathway (LCP) implementation model

(Gateway reference number: 18314)

A robust implementation model and continuous learning on end of life care, is crucial to the Liverpool Care Pathway (LCP). Whenever possible, relatives should be involved in discussions and it is important to note the LCP does not require hydration or nutrition to be withdrawn. It is a framework for good practice and does not replace clinical judgement.

Link: <http://www.liv.ac.uk/mcpcil/liverpool-care-pathway/>

Action: NHS chief executives may wish to review local procedures and discuss implications with medical staff within their trust

**Lead – Medical Director, Director of Nursing, Consultant in Palliative Care
End of Life Strategy Group**

The Week: 2 – 8 November 2012

For NHS and social care leaders

Issue 272

Views sought on strengthening NHS Constitution

The Department of Health has launched a public consultation on strengthening the NHS Constitution. Proposals, which reflect advice from the NHS Future Forum, include greater clarity on patient involvement covering end of life care, same-sex wards and refusing access to abusive patients. They also cover new staff responsibilities around openness about mistakes, acknowledging complaints, and delivering compassionate care. The deadline for staff and the public to respond is 28 January 2013.

For further information go to: <http://www.dh.gov.uk/health/2012/11/constitution-consultation>

**Lead – Director of Organisational Development & Workforce
EDG**

Publication of 2011-12 reference costs

(Gateway reference number: 18220)

These newly-published reference costs are part of the Department of Health's commitment to provide accountability and transparency in relation to the costs of NHS services. Reference costs have a number of very important uses, principally in recent years to inform the national tariff. The NHS uses the data for reporting to executive teams, benchmarking, contract negotiation and local pricing of non-tariff services.

Link: <http://www.dh.gov.uk/health/2012/11/2011-12-reference-costs/>.

Action: NHS chief executives will wish to discuss data quality and reference costs with their boards.

Lead – Director of Finance, Deputy Director of Finance
EDG

The week: 9 - 15 November 2012

Issue 273

First mandate to the NHS Commissioning Board published

The Department of Health has published the first mandate to the NHS Commissioning Board, providing the long-term direction for the NHS. It sets a number of objectives for the NHS and reaffirms the Government's commitment to preserving its founding principles as laid out in the NHS Constitution – a comprehensive service for all, based on clinical need and not ability to pay or background.

For the first time, success will be measured by how well the NHS achieves the things important to people. Following consultation with the public, health professionals and organisations across the health system, the final version of the mandate:

- sets a clear vision and long-term agenda for transforming the NHS to improve outcomes
- is structured around the domains of the NHS outcomes framework
- places a stronger focus on outcomes and sets ambitions to be amongst the best in Europe based on what people say matters to them
- is short and simple to make the document clearer and more accessible

For further information go to: <http://mandate.dh.gov.uk/2012/11/13/nhs-mandate-published/>

Lead – Executive Directors
EDG

The right care: creating dementia hospitals

(Gateway reference number: 18398)

The Dementia Action Alliance (DAA) and NHS Institute for Innovation and Improvement have launched a call to action to transform the quality of care experienced by people with dementia and their carers. This letter from the DAA encourages hospitals to undertake a range of actions from improving ward environments to reducing re-admissions.

Link:

http://www.dementiaaction.org.uk/downloads/file/101/the_right_care_letter_to_hospital_trust_chief_executive

http://www.dementiaaction.org.uk/downloads/file/102/the_right_care_sign_up_document

Action: NHS chief executives are invited to sign up their hospitals to commit to becoming dementia-friendly

Lead – Director of Nursing
EDG

Evaluation of the first year of the equality delivery system (EDS)

(Gateway reference number: 183995)

Shared Intelligence have published their report 'Evaluation of the equality delivery system for the NHS', looking at how the EDS has been adopted in NHS organisations. It highlights improved local engagement and awareness of equality across the NHS leadership and workforce, and also

identifies where lessons can be learnt. The findings will feed into the ongoing review of the public sector equality duty, led by the Government Equality Office.

Links: <http://www.sharedintelligence.net/equality-delivery-system/case-study/>

Action: NHS and local authority chief executives will wish to consider the findings and good practice identified.

Lead – Head of Equality and Diversity, Deputy Director of Nursing, Director of Organisation Development & Workforce
EDG

NHS Property Services

(Gateway reference number: 18387)

This letter from Simon Holden, Chief Executive, NHS Property Services Ltd, updates on progress in launching the new company. The range of services to be provided by NHS Property Services Ltd, and the services that will not be offered, have recently been agreed by the Department of Health's transition executive forum. These are outlined in the letter.

Link: <http://www.dh.gov.uk/health/2012/11/update-nhs-property/>

Action: The letter identifies actions required to make sure services not provided by the company are picked up in the new system.

Lead – Director of Finance, Head of Estates
EDG

Strategic clinical network's single operating framework

(Gateway reference number: 18400)

Further details about strategic clinical networks (SCNs) are now available, following publication of the single operating framework for SCNs. The framework sets out the principles of SCNs, as well as providing further clarity about accountability, governance, core roles and funding.

Link: <http://www.commissioningboard.nhs.uk/2012/11/12/single-model-scn/>

Action: NHS chief executives will wish to study this and consider the implications.

Lead – Medical Director
EDG

Jane Downes
November 2012