

**Ward and Department Visits: Actions from Part 1 Board Meeting on 26 January 2012**

<b>Agenda No.</b>	<b>Issue</b>	<b>Date Board Discussed</b>	<b>Action required</b>	<b>Lead</b>	<b>Progress Report</b>	<b>Status</b>
01/12	Breast Clinic Skylights	26 Jan 12	The Breast Clinic at SACH has no daylight. A suggestion was made to consider skylights and LG agreed to investigate this possibility.	LG		
01/12	Roof Damage	26 Jan 12	De La Mere Ward has a damaged roof, where pigeons and damp are getting in and it badly needs repairs to prevent this.	LG		
01/12	Outpatients	26 Jan 12	The location of Outpatients means it is used as a walk through. LG agreed to investigate whether action could be taken to prevent this.	LG		
01/12	Sexual Health Clinic	26 Jan 12	In order to improve the experience for patients, staff advised that a baby changing room would make attendance easier for parents. The Chair suggested that the Charitable Funds could be used to support this.	LG		

**Ward and Department Visits: Actions from Board Development Meeting on 23 February 2012**

2.1	IT System	23 Feb 12	Investigate broken Kardex unit and consider a patient record IT system for CDU/Minors A&E.	CJ/LG	Department fixing Kardex Unit. Requirement for IT system included in ongoing A&E IT strategy.	<b>Cleared.</b>
2.2	Floor repair	23 Feb 12	Investigate repair to Croxley Ward Treatment Room floor.	LG		
2.3	Ceiling tile/Corridor improvement	23 Feb 12	Investigate missing ceiling tile and potential for corridor conversion in Ophthalmology Outpatients.	LG		

2.4	Nurse/Practitioner Recruitment	23 Feb 12	Pursue case for recruiting nurse/practitioner in Ophthalmology Outpatients.	NF	Surgical Division considering whether they would wish to develop this service.	<b>Cleared.</b>
2.5	Bank Staffing	23 Feb 12	Explore with Gade Ward the concerns about Bank staffing arrangements.	NF	Concerns dealt with.	<b>Cleared.</b>
2.6	Junior Doctor responsibilities	23 Feb 12	Investigate issue raised by Letchmore Ward junior Doctors over some of their responsibilities.	CJ	Phlebotomist service provided.	<b>Cleared</b>

**Ward and Department Visits: Actions from Part 1 Board Meeting on 29 March 2012**

03/12 - 1	Reception staff	29 Mar 12	Consider staffing in Dermatology reception and whether an IT touch screen solution might be used.	CP/ LG	Medical Division aware and addressing shortage in reception staff. Board due to receive report on IT strategy.	<b>Cleared.</b>
03/12 - 2	Soiled laundry	29 Mar 12	Investigate high levels of soiled laundry on Heronsgate Ward.	LG		
03/12 - 3	Reception staff	29 Mar 12	Consider staffing Oral and Maxillo Facial reception and whether an IT touch screen solution might be used.	CP/LG	Medical division aware and addressing shortage in reception staff. Board due to receive report on IT strategy.	<b>Cleared.</b>

**Ward and Department Visits: Actions from Board Development Session on 26 April 2012**

04/12 - 1	Housekeeping	Explore scope for extended housekeeping hours in Flaunden Ward or Medirect to provide service.	LG		
04/12 - 2	Toilet Refurbishment	Arrange for refurbishment of toilet in Antenatal Clinic.	LG		