

Conwy and Denbighshire Action Plan

Action	Lead/ Responsibility	Date by	Improvement Outcomes Achieved	Delivered Y/N/P*
Clinical lead for Delivery Suite	N Bickerton	2006	Job description identifies Medical Clinical Lead post	Y
40 Hour Consultant cover for Delivery Suite (Supervisory Capacity)	P Stutchfield N Bickerton	End of 2007	SIFT bid forwarded for consideration as an opportunity to introduce additional consultant time	N
Maternity service should develop a handover policy / procedure to ensure that all staff are aware of what is expected of them when handling over care	M Cain/ G Pettifor Jones	Oct 2007	Guideline to be developed locally as a supplement to Trust handover guideline	P
Clinical lead for Home from Home unit → Midwifery - needs to go into job description	S Kirkby	July 2007	Midwifery Clinical Lead for Home from Home birth unit identified in job description	Y
Labour Ward Forum to be established	N Bickerton H W Jones M Cain	2007	Labour Ward Forum established March 2007. Monthly meetings now held.	Y
Maternity Services should ensure that appropriate communication channels are in place for staff to raise issues with senior staff and that these are acted upon	N Bickerton H W Jones	July 2007	Head of Midwifery appointed 05/03/07 clear job description. Restructure of midwifery management with clear areas of responsibility introduced June 2007. Communication channels established (flow charts available in clinical areas)	Y Y
Escalation Policy – this policy should be communicated to all staff and audited on a regular basis	H W Jones	July 2007	Escalation Policy/Contingency plan within the Maternity Unit and Home from Home Unit/Home Deliveries validated July 2007 (Policy will be audited on an annual basis).	Y
Maternity Services should ensure that they capture the view of staff	H W Jones	July 2007	Staff questionnaire 2007 Maternity Portfolio sent to all staff employed in O & G – results available beginning of 2008	Y

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Multidisciplinary training; the maternity service should develop a programme of multidisciplinary training event	N Bickerton H W Jones	March 2008	CTG training and obstetric drills currently separate for Midwives and Medical staff. Aim to have multidisciplinary training of the above from April 2008.	N
Birth rate plus audit undertaken in November 2006	H W Jones	March 07	Birth rate plus recommended 90.0 WTE Midwives Actual number of Midwives in Post 89.96 WTE Birth rate plus recommended 35.7 WTE Health Care Workers. Actual number of Health Care Workers in post 29.9WTE April 07. Number of midwives employed by the Trust reflects the number required as per birth rate plus. No additional budget available to employ more Health care assistants as per birth rate plus recommendation	Y Y N
A system should be in place for staff to access the most up to date policies	H W Jones	June 2007	Senior Midwives responsible for updating hard copies of policies. Supervisors of Midwives responsible for informing staff of new policies	Y
Risk Management all incidents including trends information should be collated, reviewed and action taken by a group on a regular basis	G Murnane H W Jones	June 2007	New Risk Manager post for O & G. Local risk management reporting system commenced in September 07, all incidents reviewed by Risk Manager and No's and trends collected. Monthly risk meetings to discuss incidents, open to clinical staff to identify lessons learnt and educate staff	Y
Should be a system in place to record and monitor medical staffs attendance at resus and CTC training R drive	N Bickerton	June 2007	C Pearson responsible for entering dates of medical staff training on 'R drive' and attendance monitored by Clinical Lead	Y
Adequate information should be made available to women and their families including local information about the unit and choice of place of birth	H W Jones	April 2007	Information leaflet detailing facilities available in Maternity Unit given to all women at booking updated on an annual basis.	Y
The Maternity service should ensure that there is a systematic process in place for regular multidisciplinary audit of documentation.	N Bickerton H W Jones	December 2007	Multidisciplinary documentation audit will commence in October 2007 and is incorporated into O & G annual Audit Programme.	N

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CTG traces should be securely stored in a re-sealable envelope that is hole punched and filed within the main body of the records	H W Jones	June 2007	Envelopes purchased specifically for storing CTG's	Y
Patient information should be securely stored in the health record and not left loose in any pockets in the folder	Medical Records	June 2007	Yellow notes are used for all new bookings. Yellow notes do not have back pockets	Y