



## Endoscopy Services Quality Assurance Group (ESQAG) Minutes of meeting

### Meeting information

**Date** Wednesday 26 July 2017  
**Time** 10:00am to 1:00pm  
**Location** Park Room, Royal College Physicians

### Attendees

John Green (Chair) (JG)  
Debbie Johnston (DJ)  
Rachael Follows (RF)  
Tim Shaw (TS)  
Eva Lynch (EL)  
Jordan Daniel (JD)  
Neil Haslam (via teleconference) (NH)  
Helen Griffiths (HG)  
Raphael Broughton (RB)

### Apologies

Billie Moores  
William Dickey

### 1. Welcome, apologies and declarations of interest

John Green welcomed the group to the meeting. There were no declarations of interest made. It was noted that the Accreditation Unit had updated its declarations of interest form, which will be circulated to all members .

### 2. Minutes of previous meeting

The minutes from the last meeting were agreed as an accurate record of proceedings. The group agreed to the publication of all future minutes to the website.

The actions from the last meeting were reviewed and amended. Those outstanding actions are updated in the supporting document; JAG ESQAG Action Log. New actions are outlined below:

**Action 1:** Add minutes of future meetings to the JAG website for public viewing.

### 3. Chair's report

In advance of Rachael Follows stepping down as nurse lead, the group thanked her for her dedicated service over the last several years. The group reviewed the written overview documents circulated to all members prior to the meeting. Several points were highlighted for further discussion:

JG stated the importance of the waiting times letter that is to be circulated to all services regarding changes to how JAG assesses waiting times. Debbie Johnston informed the group that the impact of the letter on the assessment of services will be communicated to all assessors.

JG discussed the previous new accreditation pathway review workshop and that there is an upcoming meeting to further look at the whole pathway with the goal to finalise a work plan in the near future. JG confirmed that the Annual Report Card (ARC) will continue in October, and any changes agreed upon will

be implemented around April 2018. Raphael Broughton asked that he be made aware of any changes that need to be made to website regarding changes to the upcoming ARC once reviewed.

#### **4. JAG head/deputy head assessor update**

The group reviewed DJ's overview document. Several points were highlighted for further discussion:

DJ informed the group that she and RB have been working closely with the GI Paediatric community to develop the paediatric Global Rating Scale (GRS) tool, and that work such as writing and amending standards has been completed. This will be initially used for the few standalone paediatric services as a quality assurance tool and this will be utilised later where they are integrated into the adult services as well. Several sites have agreed to test the GRS over the next year. DJ stated that the assessors should have a copy of the paediatric standards for when they are out on assessments. DJ would like to update the environmental guidance as a priority to help future assessments, and that KPIs be looked at closely in the future as a key safety issue. The group agreed that the new nurse lead, once appointed, should work on the paediatric guidance as a priority.

**Action 2:** Circulate paediatric standards to all assessors.

DJ informed the group of the ongoing work with the British Society of Gastroenterology (BSG) regarding a proposed common assessment framework being developed for gastroenterology. The BSG have concerns regarding the number of schemes being developed and that their long term goal is to develop one single scheme. DJ noted the importance of this work and that she would be working closely with the BSG to support them. The group agreed with DJ that JAG should seek to improve its relationship with the BSG and their members.

Helen Griffiths informed the group of previous training given to the JAG office regarding medical procedures and terminology, with a plan to conduct more in the future on a regular basis.

DJ discussed the low interest amongst assessors to become lead assessors. A review is planned to determine how many lead assessors is needed for next year.

#### **5. Nurse lead update**

The group reviewed RF's previous written overview document. Several points were highlighted for further discussion:

RF informed the group that the GIN programme has now been renamed as JETS Workforce and is to identify the first part of training for people who are new to endoscopy. A workshop was conducted last month with different stakeholders to identify worthy key competencies.

The group discussed the disparities between what healthcare assistants are allowed to do in Wales and in England, and that JAG needs to have agree an approach to this. DJ stated that this is a sensitive issue but an agreement needs to be made. The group agreed that responsibility for this lies with the GIN strategy group. RF informed the group that GIN strategy group chair, Ian Fretwell, is aware of this.

RF informed the group of the JAG and IHEEM decontamination audit version 8. The parties present at the decontamination meeting, hosted by JAG in November 2016 agreed to meet again to review the evidence required in light of recent changes, to be actioned by the new nurse lead.

**Action 3:** Put the Decontamination Audit version 8 onto the JAG website.

**Action 4:** Incorporate new decontamination guidance into the IHEEM tool.

**Action 5:** Review evidence requirements against new changes to decontamination audit.

RF updated the group about the ongoing discussions regarding off label use of scopes. It is agreed that a joint position statement needs to be issued from Decontamination Professional Experts Communication Forum, The Infection Prevention Society, JAG and MHRA. This will then be posted on all respective websites.

**Action 6:** Draft a joint statement regarding off label use of scopes and circulate to ESQAG members for agreement. HG

DJ informed the group that the assessors have asked for a checklist guidance regarding decontamination for assessments. The group agreed that this would be useful.

**Action 7:** Draft a decontamination guidance to assist assessors during visits.

RF informed the group the Non-Medical Endoscopist programme has been renamed Clinical Endoscopists and they are now conducting their fifth cohort.

## **6. JAG office update**

TS and EL provided a general update from the JAG office.

Tim Shaw informed the group of recent changes with expenses policy and the move to a new travel provider. Entitlement changes have been implemented to reduce unnecessary expenditure; this received two negative and one positive comment from the assessors. Concerns have been raised with the new travel provider and TS is addressing this with them directly.

TS discussed 'paper 8 - drafts standard briefing on use of endoscopy as an in-patient area' which will be circulated a month after the waiting times letter has been circulated. The group agreed that it was a good template going forward and that services would appreciate the clarity from such communications.

The group discussed encouraging services with linked sites to be assessed around the same time, to be looked at more when discussing the ongoing improvements to the accreditation pathway.

TS informed the group of the work with Ireland to review their endoscopy services. This is will be undertaken remotely and physical assessments may be undertaken in the future.

Members of JAG and the Accreditation Unit recently met with the CQC to discuss working more collaboratively. This include using a service's accreditation status and data reported to JAG by services as an indicator of quality, and JAG supporting the CQC in its training of endoscopy inspectors. A formal reporting pathway and governance is to be agreed, and any changes will be communicated to services prior to them be enacted. It was noted that there was significant benefit to services in reducing burden.

TS highlighted 'Paper 7 – PHSO Final Decision Report (CONFIDENTIAL DOCUMENT)'. The group discussed the concerns raised within the report and by the person who had made JAG aware of the report. This included whether the accreditation process was robust enough and whether there are enough preventative measures to stop services from falsifying evidence. Following a long discussion, members agreed that the process is robust enough and that JAG would be alerted to issues within a service as much as is feasible. The group agreed that JAG cannot be responsible for day-to-day performance and can only manage services on a snapshot of their performance over time. Furthermore, the scope of the standards and of the JETS programme had increased since the incident which addressed some of the concerns raised. The group agreed that there was potential for a risk to the reputation of JAG but that this would always be inherent. The group agreed that the report should be shared with assessors for their learning.

**Action 8:** Office to share PHO Final decision report with assessors

RB informed the group that JAG are creating a research committee and will soon be advertising for a chair.

**7. Assessor review day salient issues**

HG discussed her work on communication with the assessors and discussed a document containing the actions arising from the assessor review days. This included removing the anonymity of the QA assessors on the website, improving writing of the report, and sharing reports between assessors as a learning tool.

**8. Devolved nations report**

Due to absences of key members there was no devolved nations report for this meeting.

**9. Level 1/2 accreditation in devolved nations**

Due to absences of key members and time constraints, this agenda item was not discussed. The importance of reviewing our strategy in the devolved nations was agreed and this work would be taken up outside the meeting.

**10. Lay assessor update**

Due to absences of key members there was no lay assessor update for this meeting.

**11. Any other business**

The group stated that there was no other business for discussion.

**12. Dates of future meetings**

The group agreed for the future meeting date of 11 October 2017.

**Action 8: agree dates for meetings in first half of 2018.**