**Endoscopy User Group Meeting**

**Day & Date**

**Time & Location**

**Meeting Number (1)**

**To:**

**1.1 Present**

**1.2 Apologies**

**1.3 Confirmation of Minutes**

**1.4 Review Of Actions Of Previous Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Person Responsible** | **Outcome** |
|  |  |  |  |

**1.5 Standard Agenda Items (for discussion at each quarterly meeting)**

 **1.5.1 Service Delivery Review (as appropriate)**

* **Waiting lists**
* **Booking processes**
* **List utilisation**
* **Use of capacity**
* **Patient journey**
* **Aftercare**
* **Processing of results**

 **1.5.2 Clinical Governance**

* **Endoscopy Procedures: review and evaluation of clinical incidents, variances to pathway and adverse outcomes**
* **Review of endoscopy and decontamination audit reports and monitoring of any associated action plans**
* **Review of data relating to quality and safety indicators**
* **Review of most recent grs census data and any associated action plan**
* **Guidelines (reviewed annually)**

 **1.5.3 Patient involvement**

* **Action plans for next quarter**
* **Review of current action plans**

**1.5.4 Endoscopy Kit and Information Technology**

* **Review of it requirements to support the unit**
* **Review of information requirements to support the unit e.g. unit capacity, activity and the waiting list**

 **1.5.5 Staff Development**

* **Clinical Supervision**
* **Training needs**
* **Endoscopist Training (as appropriate)**

**1.6 Additional Items to be Scheduled for Discussion**

**1.6.1 Patient Involvement:**

 **Frequency: to be discussed annually**

 **Requirements: representative of ppi group and patient representative invited**

 **Agenda Items:**

* **Review and evaluate Endoscopy Service Patient Survey results**
* **Report back on feedback from minority groups**
* **Endoscopy Service Patient Survey Action Plan**
* **Review of Patient Information Leaflets**

 **1.6.2 Review of Patient Comfort Levels:**

 **Frequency: data to be produced and discussed at meetings twice a year**

 **Agenda Items:**

* **Review of Patient Comfort Audit Outcomes and Gloucester Scores**
* **Actions Plan - should patient comfort levels fall below agreed levels**
* **Review of any actions from previous patient comfort review**

**1.7 New Business**

**1.8 Next Meeting**