

YORKSHIRE & HUMBER LONG TERM VENTILATION WORKING GROUP

Agreed Actions 4 February 2020

	Actions	Lead	Timeline
1.	More work to be done on the anonymised Leeds LTV data	Emma Green Emma Andrews	Sept 2020
2.	Acute pathway for LTV patients who are acutely unwell or injured - subgroup to meet and first draft to be completed	Vanessa Craven	Sept 2020
3.	Write document on minimum standards of care for private care agencies	Mika Challacombe Sarah Georgiades	Sept 2020
4.	Include standards of care for private agencies and the duty to enact contracts in the Task & Finish work	Emma Green Emma Andrews	Apr 2020
5.	Online parents and carers FAQ agreed - proceed to publication on websites in Leeds & Sheffield	Hemant Kulkarni Chris Edwards	Sept 2020
6.	Send parents and carers FAQ list to Chris Edwards	Sian Cooper	Feb 2020
7.	Embrace FAQ list to be written and sent to Lee Richardson	Jess Oldfield	Sept 2020
8.	Task & Finish work streams - information on next steps to be circulated, leads to be identified, and others to contribute: <ol style="list-style-type: none"> 1. Acute pathway (already in progress as above) 2. Prevention of admissions to hospital 3. Discharge planning and step-down 4. Honorary contracts 5. LTV specific core areas, including services required 	Emma Green Emma Andrews	Apr 2020
9.	Write letter to give to parents who have contributed to the focus groups or given feedback in other ways to summarise progress of the working group so far	Sian Cooper	Apr 2020
10.	Terms of Reference - update for 2020 to modify what guidance we are writing. Accountability section to include Task & Finish groups which will feed into the working group, and to add CCG and specialist commissioning accountability, with oversight from the Children's Hospital Partnership Board	Sian Cooper	Apr 2020
11.	Look for Anaesthetic and Emergency Department reps to include in consultation for acute pathway	Sian Cooper	Apr 2020
12.	Nasopharyngeal suctioning policy for use in hospital and community written in Bradford - send to group	Heidi Reynolds	July 2019
13.	Next meeting date in the diary - Wed 9 September 10-12, Venue TBC	ODN admin	Sept 2020