



Items highlighted in yellow are **outstanding/ongoing** (3)  
Items highlighted in green are **to be presented** (1)  
Items highlighted in blue are **for allocation** (6)

# Multidisciplinary Quality Monitoring Calendar

**Safe:** People are supported to make choices and take risks and are protected from physical, psychological and emotional harm, abuse, discrimination and neglect.

**Effective:** People are supported to live their lives in the way that they choose and experience the best possible health and quality of life outcomes.

**Caring:** People and their families and carers experience care that is empowering and provided by staff who treat people with dignity, respect and compassion.

**Responsive:** People get the care they need, are listened to and have their rights and diverse circumstances respected.

**Well-led:** People can expect that management and leadership encourages and delivers an open, fair, transparent, supporting and challenging culture at all levels.

## June 2023

# SAFE

People are supported to make choices and take risks and are protected from physical, psychological and emotional harm, abuse, discrimination and neglect.

Title/Group	Frequency	Last Audit	Due Date	Responsible
<b>MANAGEMENT OF MEDICINES:</b>				
General Medicines (Hospice UK)	Annually	Mar 2022	Mar 2023	FZ – to be presented
IV Fluids	2 Yearly	Dec 2020	Dec 2023	Deferred 12mths due to ltd. No's
FP10 Use	Annually	Nov 2022	Nov 2023	
Medicines Reconciliation	Annually	Dec 2022	Dec 2023	
<b>PATIENT SAFETY</b>				
Waste Audit (iFM at NHS Trust) (EXTERNAL)	5 yearly	Sep 2020	Sep 2025	
Management of Pressure Ulcers with IPU (Hospice UK)	Annually	Aug 2022	Aug 2023	
Patient Wrist Bands - To be re-audited again in 3 months	Annually	Mar 2023	Jun 2023	SJ
Nutrition and Hydration (Hospice UK)	Annually	Jan 2023	Jan 2024	
Nutritional Assessment and Screening (* To be renamed)	Annually	Mar 2023	Mar 2024	
ICP Safeguarding Audit	Annually	Nov 2022	Nov 2023	
<b>INFECTION CONTROL</b>				
Environmental Audit	Annually	Jan 2023	Jan 2024	
Sharps (Hospice UK)	Annually	Oct 2022	Oct 2023	
Hand Hygiene (Hospice UK)	Annually	Oct 2022	Oct 2023	
Legionella Checks	Annually	Jan 2023	Jan 2024	

# EFFECTIVE

People are supported to live their lives in the way that they choose and experience the best possible health and quality of life outcomes.

Title/Group	Frequency	Last Audit	Due Date	Responsible
PPD/PPC/ACP on Discharge Letters	Annually	Oct'21 – Sep'22	Sep 2023	
OOH Advice Line	Annually	Jan 2023	Jan 2024	
Constipation Management/Bowel Care	Annually	May 2022	May 2023	HN – Robyn R
Pain Management Audit	Annually	Jul 2022	Jul 2023	
Palliative Care MDT Participation	Annually	Nov 2022	Nov 2023	
Admission IPU (Hospice UK)	Annually	Sep 2022	Sep 2023	
Anticipatory Prescribing at EoL	Annually	Aug 2022	Aug 2023	
Syringe Pumps	Annually	Jan 2022	Jan 2023	HH – in progress
Antibiotic Prescribing	2 Yearly	Mar 2023	Mar 2025	
Volunteers' Handover from Nurses	Annually	Sep 2022	Sep 2023	
End of Life Document	Annually	Oct 2022	Oct 2023	

# CARING

People and their families and carers experience care that is empowering and provided by staff who treat people with dignity, respect and compassion.

Title/Group	Frequency	Last Audit	Due Date	Responsible
Pre-Bereavement Audit (Hospice UK)	2 Yearly	Nov 2022	Nov 2024	
Care of the Deceased (Hospice UK)	Annually	Dec 2022	Dec 2023	
Bereavement Support Services - (Hospice UK)	Annually	Sep 2022	Sep 2023	
EoLC Relatives' Survey IPU & HaH	6 Monthly	Via Quality & Governance Mtg		
Survey Monkey – Patient/Family Feedback	Quarterly	Via Quality & Governance Mtg		

# RESPONSIVE

People get the care they need, are listened to and have their rights and diverse circumstances respected.

Title/Group	Frequency	Last Audit	Due Date	Responsible
Staff and Volunteers Wellbeing & Satisfaction Survey	2 yearly	May 2022 (Birdsong)	May 2024	

# WELL-LED

People can expect that management and leadership encourages and delivers an open, fair, transparent, supporting and challenging culture at all levels.

Title/Group	Frequency	Last Audit	Due Date	Responsible
IG – Information Security	Annually	Nov 22	Nov 2023	
Appropriate Access of iCare (GDPR)	Annually	Aug 2022	Aug 2023	
Appraisal Processes	Annually	Aug 2022	Aug 2023	
<b>STAFF COMPLIANCE</b>				
Student Placement Evaluations	Annually	Mar 2023	Mar 2024	
Self-assessment for CDAO	6 Monthly	Apr 2023	Oct 2023	
Staff ID Badges	Annually	Jul 2022	Jul 2023	

# REVIEWS

Title/Group	Frequency	Last Audit	Due Date	Responsible
Patient Information Leaflets	Annually	Jan 2023	Jan 2024	
Electronic Nursing Records	3 Yearly	Oct 2021	Oct 2024	
Electronic Case Notes	3 Yearly	Oct 2021	Oct 2024	
Electronic Care Plans	3 Yearly	Oct 2021	Oct 2024	
Corporate Induction	Annually	Dec 2022	Dec 2023	