

Flash report

Hospital at Home

Virtual Learning Session 3

Governance

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Good governance is essential to the successful, and safe, running of any service. Learning Session 3 in the Hospital at Home Virtual Learning Session series covered how governance is used in different services in Scotland.



We heard from 3 NHS boards: Lothian, Fife and Forth Valley. Each board is at a different stage in their Hospital at Home journey and each has its own unique challenges and solutions.

It was invaluable to hear how the teams governance structures work, why they work for that service and what works across boards.

Useful Documents

- Clear clinical guidelines have been invaluable to the teams. Having clear guidelines can be very helpful to clinical decision making procedures.
- Patient Group Directions (PGDs) are useful for urgent care.
- Escalation policies are key for a Hospital at Home service.
- Some teams have had SOPs in place from the very start while others have developed their SOPs as the service has evolved.
- Using existing, standard documentation can be helpful:
 - In NHS Lothian the team makes use of existing bundles from the acute/hospital setting.
 - In NHS Fife they continue using documentation that was used in the hospital if a patient is stepped down to Hospital at Home.

Data is crucial

Data is needed to support your service when it comes under scrutiny, for example during funding reviews.

Some data are easier to collect than others – consider this when planning your service:

- How will you evidence that admissions are being prevented by your service?
- Have you considered your internal coding?

Tips from the Teams

Don't just write guidance – share it!

Think outside the box – Hospital at Home is a unique service and requires unique solutions.

Your documentation can develop over time, you don't need everything at the start.

Have clear procedures and guidance.

Communicate!



QI Tools

A range of Quality Improvement tools to support your work can be found in the Hospital at Home [Community Forum](#). For access to the channel please contact his.livingwell@nhs.scot.

Governance groups and meetings



A common theme across the boards was the use of meetings to oversee governance and share learning.

An oversight group will help with the top level governance and safety of the service.

The boards also have smaller groups to maintain day to day governance and to share learning across the service. NHS Forth Valley have made use of a SPRINT team, meeting twice a week for 30 minutes for strategic planning.



Dates for your Diary



- | | |
|-------------------------|---------------------------------|
| 14 January 2021 | Staffing |
| 4 February 2021 | Working with Other Services |
| 25 February 2021 | Technology |
| 18 March 2021 | Decision Making & Care Planning |

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