

**Oxehealth Observations Project Board**  
**Tuesday 14<sup>th</sup> November 2023**  
**10:30-12:00 – Via MS Teams**

|                 |                                                           |       |
|-----------------|-----------------------------------------------------------|-------|
| Alexandra Green | Executive Chief Operations Officer                        | Chair |
| Jan Leonard     | Director of IT&T                                          |       |
| Adam Whiting    | Deputy Director ITT                                       |       |
| Lizzy Wells     | Director Mental Health Inpatient & Urgent Care Service    |       |
| Cindy Weaver    | AD Mental Health Inpatient & Urgent Care Service          |       |
| Ian Carr        | Director Specialist Services                              |       |
| Anna Davis      | AD Specialist Services                                    |       |
| Rebecca Pulford | Director of Nursing and Clinical Governance               |       |
| Angela Wade     | Director of Nursing and DIPC                              |       |
| Katy Stafford   | Deputy Director of Quality & Safety                       |       |
| Vijay Chuttoo   | Deputy Director for Quality & Safety, Specialist Services |       |
| [I/S]           | Head of Estates & Facilities                              |       |
|                 | Head of Electronic Systems                                |       |
| Derrick Trimble | PMO Project Manager                                       |       |
|                 | Senior Technical Specialist                               |       |
| [I/S]           | Matron                                                    |       |
|                 | Clinical Change Manager                                   |       |
|                 | Clinical Change Manager                                   |       |
|                 | Operational Service Manager                               |       |
|                 |                                                           |       |
| [I/S]           | Oxehealth                                                 |       |
|                 | Oxehealth, Business Development – Regional Director (MH)  |       |
|                 | Oxehealth, Account Manager & Delivery Lead                |       |
|                 | Oxehealth, Head of Platform                               |       |
|                 | Oxehealth, Head of Customer Success                       |       |
|                 | Oxehealth                                                 |       |
|                 | Oxehealth                                                 |       |
|                 | PA to Executive Chief Operations Officer & Scribe         |       |

|            |                                                                                                       | Action |
|------------|-------------------------------------------------------------------------------------------------------|--------|
| <b>1.0</b> | <b>Apologies for Absence</b>                                                                          |        |
|            | Apologies: [I/S] Moriam Adekunle,                                                                     |        |
| <b>2.0</b> | <b>Declarations of Interest</b>                                                                       |        |
| 2.1        | None                                                                                                  |        |
| <b>3.0</b> | <b>Minutes of previous meeting</b>                                                                    |        |
| 3.1        | The minutes of the previous meeting were reviewed and found to be an accurate record of the meeting.  |        |
| <b>4.0</b> | <b>Action Log</b>                                                                                     |        |
| 4.1        | The action log from the previous meeting was reviewed and updated – see log for details.              |        |
| 4.1.1      | <b>Support Documentation: OxeObs SOP V1</b><br>Discussed under the action log                         |        |
| 4.1.2      | <b>Support Documentation: OxeObs Ward Presentations (9/10/23 8)</b><br>Discussed under the action log |        |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                               |                  |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>5.0</b> | <b>OxeObs EPR Integration with Rollout</b>                                                                                                                                                                                                                                                                                                                                                                                    |                  |
| 5.1        | <p><b>DT</b> advised that the auto upload is waiting for version 1.73 to be implemented.<br/> <b>[I/S]</b> advised that this has now been done.<br/> Assurance mechanisms will now be reviewed to ensure smooth operation.<br/> Plan to go live on 28<sup>th</sup> November 2023.</p>                                                                                                                                         | <b>DT</b>        |
| 5.2        | <p><b>Project Status and Strategy For Project Closure (Milestone Plan)</b><br/> <b>DT</b> advised that as wards go live the objectives will have been achieved, end date for the project in February for sign off of completion.<br/> The group agreed.</p> <p>This will leave just the project at Brockfield House to complete.</p>                                                                                          |                  |
| 5.2.1      | <b>Support Documentation: Oxehealth OxeObs Assurance Dashboard</b>                                                                                                                                                                                                                                                                                                                                                            |                  |
| 5.2.2      | <p><b>Support Documentation: Project Board Terms of Reference</b><br/> To be discussed at February meeting.</p>                                                                                                                                                                                                                                                                                                               |                  |
| 5.3        | <b>OxeObs EPR Integration RAID Log</b>                                                                                                                                                                                                                                                                                                                                                                                        |                  |
| <b>6.0</b> | <b>Oxevision Implementation Phase III.a - Brockfield House</b>                                                                                                                                                                                                                                                                                                                                                                |                  |
| 6.1        | <p><b>Bi-Weekly Project Highlight Report</b><br/> Plan to go live on 19<sup>th</sup> December provided no other technical issues arise.</p> <p>Alpine and other wards have not yet started due to delays with the contractors.</p>                                                                                                                                                                                            | <b>DT</b>        |
| 6.2        | <p><b>Project Status (Milestone Plan)</b><br/> As above</p>                                                                                                                                                                                                                                                                                                                                                                   | <b>[I/S] /DT</b> |
| 6.3        | <p><b>Discussion Oxevision Implementation Plan IIIa RAID Log</b><br/> Not discussed at this meeting</p>                                                                                                                                                                                                                                                                                                                       | <b>[I/S]</b>     |
| <b>7.0</b> | <b>Oxevision Implementation Phase III.b – Time to Care Wards</b>                                                                                                                                                                                                                                                                                                                                                              |                  |
| 7.1        | <p><b>Business Case Development Status</b><br/> Not discussed at this meeting.</p>                                                                                                                                                                                                                                                                                                                                            |                  |
| <b>8.0</b> | <b>Oxevision BAU</b>                                                                                                                                                                                                                                                                                                                                                                                                          |                  |
| 8.1        | <p><b>User Authentication and Identification on Oxevision System</b><br/> Issue of authentication in the Oxevision system was raised by MA. Dashboard shows last 5 users of the system, but does not identify who made changes.<br/> JL advised it is more important that the patient is checked on as soon as the alert activates.<br/> <b>[I/S]</b> concurred that work is ongoing on ways to provide this information.</p> |                  |
| 8.2        | <p><b>Clarify “Reduce Disturbances” in Oxevision SOP V9</b><br/> Staff at Brockfield asked to review this statement. To be clarified as part of the SOP “clean up” with agreement from IC and VC. Will be removed and Item added to the action log.</p>                                                                                                                                                                       |                  |
| 8.3        | <p><b>BAU Document as Separate Document or Integrated to SOP</b><br/> Covered earlier in the meeting.</p>                                                                                                                                                                                                                                                                                                                     |                  |
| 8.4        | <p><b>Competency &amp; Verification of Training</b><br/> <b>[I/S]</b> feels that this must be made clearer to staff of what is required.<br/> Oxe Academy is invaluable, could it be used as part of mandatory training?<br/> LW agreed that this should be mandatory training for all ward staff. Difficult for ward managers to confirm that all staff have completed the training, and also temp staff/agency staff.</p>   |                  |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|            | <p><b>[I/S]</b> when staff complete the training in the academy a list can be issued of those who have undertaken the training for audit purposes.</p> <p>JL could be added to mandatory training with a link to the academy for tracking and auditing.<br/>Added to the action log.</p> <p><b>[I/S]</b> agency or bank staff would need to complete a competency checklist on the system before starting their shift.<br/>JL to speak with Oxehealth to ensure that the completed training is added to the dashboard.<br/>Added to action log.</p> |  |
| <b>9.0</b> | <b>Any Other Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 9.1        | <p><b>Managing issues or actions associated with BAU</b></p> <p>Discussed above.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 9.2        | <p><b>Mandatory Training</b></p> <p>See 8.4</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 9.4        | <p><b>[I/S]</b> Tablet was used inappropriately by adding emoji's, need to remove this option, as this is not possible staff must be spoken to and trained.</p>                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 9.3        | <p><b>LW</b> is there an evaluation of how OxeVision has supported EPUT?</p> <p>JL advised Datix can be extracted and ARU are doing further research. Early insight is that the system is beneficial. Risk team can provide any patient incidents. Difficult to identify Oxehealth related incidents as the Oxevision box is often ticked when not related.</p>                                                                                                                                                                                     |  |

| <b>Date and Time of Future Meetings</b> |              |
|-----------------------------------------|--------------|
| <b>Date &amp; Time</b>                  | <b>Venue</b> |
| 01 February 2024 09:30-11:00            | MS Teams     |