

Oxehealth e-Observations Project Board – Extraordinary Meeting
Thursday 26th October 2023
10:00 – 11:00 – Via MS Teams

Alexandra Green	Executive Chief Operations Officer	Chair
Jan Leonard	Director of IT&T	
Derrick Trimble	PMO Project Manager	
Ian Carr	Director of Specialist Services	
Lizzy Wells	Director Mental Health, Urgent and Inpatient Services	
[I/S]	Clinical Change Manager	
	Clinical Change Manager	
[I/S]	PA to Executive Chief Operations Officer & Scribe	

		Action
1.0	Apologies for Absence	
	Apologies: Katy Stafford, [I/S]	
2.0	Review of SOP	
	AG discussed the revisions to the SOP and that a deadline must be agreed for completion and return. - Need to agree who will be covering for [I/S] when on [I/S] leave. - Need to agree the clinical ownership of the SOP and the updates going forward. - LW to speak with KS regarding the e-Obs SOP and adding the clinical text required and return it next week. - Clarification needed on where the SOP will be signed off. - AG confirmed that this group will review the SOP and approve it in principle, and then will be referred to the User Testing Group for final approval. - AG confirmed that the group would like the draft of the e-Obs SOP back by next week.	
3.0	Any Other Business	
3.1		

Date and Time of Future Meetings	
Date & Time	Venue
14 th November 2023 09:30-11:00	MS Teams