

**Oxehealth e-Observations Project Board**  
**Wednesday 25<sup>th</sup> October 2023**  
**14:00 – 15:30 – Via MS Teams**

|                  |                                                          |       |
|------------------|----------------------------------------------------------|-------|
| Alexandra Green  | Executive Chief Operations Officer                       | Chair |
| Jan Leonard      | Director of IT&T                                         |       |
| Adam Whiting     | Deputy Director ITT                                      |       |
| Derrick Trimble  | PMO Project Manager                                      |       |
| Lizzy Wells      | Director Mental Health, Urgent and Inpatient Services    |       |
| [I/S]            | Quality Improvement MH Inpatient Lead                    |       |
| Rebecca Pulford  | Director of Nursing and Clinical Governance              |       |
| Angela Wade      | Director of Nursing and DIPC                             |       |
| [I/S]            | Clinical Change Manager                                  |       |
|                  | Head of Electronic Systems                               |       |
| Katy Stafford    | Deputy Director of Quality and Safety                    |       |
| Vijay Chutto     | Deputy Director of Quality and Safety                    |       |
| [I/S]            | Head of Estates and Facilities                           |       |
|                  | Clinical Change Manager                                  |       |
|                  |                                                          |       |
| Stephan Zentgraf | Oxehealth, Business Development – Regional Director (MH) |       |
| [I/S]            | Oxehealth                                                |       |
|                  | Oxehealth, Account Manager & Delivery Lead               |       |
|                  | 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] Rebecca Pulford                                                                                                          |        |
| <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 held on 9 <sup>th</sup> October 2023 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.                                                  |        |
| 4.2        | <b>Support Documentation OxeObs Ward Presentations 9/10/23</b>                                                                            |        |
| <b>5.0</b> | <b>OxeObs EPR Integration with Rollout</b>                                                                                                |        |
| 5.1        | <b>Bi Weekly Project Highlight Report</b>                                                                                                 | [I/S]  |
| 5.2        | <b>OxeObs EPR Integration RAID Log</b>                                                                                                    |        |
| 5.2.1      | <b>Support Documentation: Oxehealth OxeObs Assurance Dashboard</b>                                                                        |        |
| 5.2.2      | <b>Support Documentation: Possible Misuse of Oxevision as CCTV</b>                                                                        |        |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
|            | Discussed under AOB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |
| <b>6.0</b> | <b>Oxevision Implementation Phase III.a - Brockfield House</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| 6.1        | <b>Bi-Weekly Project Highlight Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | [I/S] |
| 6.2        | <b>Project Status</b><br>As above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | [I/S] |
| 6.3        | <b>Oxevision Implementation Phase III.a RAID Log</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | [I/S] |
| <b>7.0</b> | <b>Oxevision Implementation Phase III.b – Time to Care Wards</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |
| 7.1        | <b>Business Case Development Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |
| <b>8.0</b> | <b>Oxevision BAU</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |
| 8.1        | <b>User Authentication and Identification on Oxevision System</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
| 8.2        | <b>BAU Document as a Separate Document or Integrated to SOP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |
| 8.3        | <b>Competency and Verification of Training</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |
| 8.4        | <b>Tablet Provisioning Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |
| <b>9.0</b> | <b>Any Other Business</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |
| 9.1        | <p>Discussed use of the Bathroom Alert/Alarm. Consensus of opinion was that once the alert has sounded after 3 minutes, there should be a further alert every 3 minutes if the patient remains in the bathroom.</p> <p>JL and AG suggested we implement this on all the wards (or a selection of wards) and review and get feedback from the wards after an agreed period.</p> <p>The group agreed to go forward with above action.</p> <p>[I/S] highlighted a risk whereby staff can reset the alarm without having physically checked the patient, AG agreed and noted the risk.</p> <p>[I/S] noted that training and information sharing is key with all staff, the staff member is responsible for the patient and must ensure they are checked.</p> <p>[I/S] asked for confirmation that the extended alarm is to be enabled on all the Wards. JL confirmed this.</p> <p>[I/S] asked if this in relation to only bathroom alerts, or all alerts that the system has in place. JL confirmed that this is just for bathroom alerts.</p> <p>The group agreed to start the extended alarm from Monday 30<sup>th</sup> October 2023</p> <p>[I/S] will confirm that this achievable.</p> <p>Older Adult ward staff will need training on this as currently they do not have an alerts when patients are in the bathroom.</p> |       |

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