

QUALITY IMPACT GUIDANCE (G389)

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Author/Lead Job Title	Executive Director of Nursing, Allied Health and Social Care Professionals
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VALIDITY – Guidelines should be accessed via the Trust intranet to ensure the current version is used.

CHANGE RECORD

Version	Date	Change details
1.0	Dec-18	New Guidance
1.1	Nov-19	Reviewed and updated
2.0	Nov-21	Reviewed, updated and approved by EMT
2.1	Nov-22	Reviewed and updated with minor changes. Director sign off (HG)

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1. INTRODUCTION

A quality impact assessment is a process to ensure that possible or actual business plans are assessed and the potential consequences on quality are considered and any necessary mitigating actions are described. They are required to be undertaken on new plans, programmes, projects and saving schemes so that the impact of change on quality and any mitigation plans are well described.

2. QUALITY IMPACT ASSESSMENT (QIA) PROCESS

An impact assessment on quality and safety is always completed in the planning stage using the Trust approved proforma (appendix 1). The initial QIA is undertaken by the scheme owner.

Schemes that pose a risk to quality will need to describe the mitigations in place to manage any risk to an acceptable level.

The focus of the QIA focuses on potential risks that cost saving or service improvement schemes can have on the quality of services. The Trust uses a standard Quality Impact Assessment tool and risks are assessed using the standard 5 x 5 matrix as described in the Trust Risk Management Policy. To do this effectively, information is needed to understand the potential risks to quality and plans must be put in place to mitigate any risks.

All QIAs must be signed off by the Divisional Clinical Lead and Divisional Senior Manager for each division. For corporate areas the deputy director is responsible for sign off at this stage.

To ensure the cumulative impact of service and cost improvements are also assessed; for example, one scheme in isolation may not present a risk to quality or safety but when mapped across other schemes may have a cumulative negative risk, once signed off by the divisional/ corporate lead they must be presented to the Operational Delivery Group which comprises senior staff from across all divisions and directorates for review and oversight.

Following discussion in ODG the QIA together with information about the scheme they relate to must be submitted to the Chief Operating Officer for sign off prior to seeking final approval by the Director of Finance, the Medical Director and the Director of Nursing, Allied Health and Social Care Professionals.

If at any stage the QIA is not accepted the rationale for refusal must be reported to the scheme owner making it clear why the planned change cannot progress.

3. ONGOING MONITORING AND RISK REDUCTION PROPOSAL

All QIAs where mitigating plans are required to manage risks will be entered onto the appropriate divisional /directorate risk register and will be managed, monitored and reported in line with the Trust Risk Management Policy and Procedure.

In addition, all QIAs signed off by the Medical Director and Nursing Director will be

- reported to the Trust Risk Manager to ensure an appropriate entry is made on the relevant risk register

- Reported to ODG/QPAS via the risk register entry and depending upon the risk register risk rating to EMT and the Quality Committee in line with the Trusts management of risk.

Quality Impact Proforma (G389 Appendix 1)

Name of scheme:		Description of the scheme
Division/Directorate:		
Indicative value of scheme:		
Saving recurrent or non-recurrent		
Proposed start date:		
Lead Manager		

Quality Impact Risks

	Y/N (If yes complete the following)	Risk Description	Initial Assessment				Post Mitigation				
			Impact	Likelihood	Impact	Rating	Mitigations	Likelihood	Impact	Rating	KPI monitoring
Impact on duty of quality (CQC/constitutional standards)											
Impact on patient safety											
Impact on clinical outcomes											
Impact on patient experience											
Impact on staff experience											

Division sign off		
Name	Position/ job title	Signature & Date
	Divisional Clinical Lead	
	Divisional Senior Manager	
	Chief Operating Officer	
Medical Director/ Director of Nursing/ Finance Director Authorisation		
Name	Position/ job title	Signature & Date
	Medical Director	
	Director of Nursing	
	Finance Director	