

Cumbria & Lancashire Library & Knowledge Service Advisory Panel

17 November 2014, 15:00-16:00, Conference Call Minutes

Present:

- Mandy Beaumont (MB)
- Michael Farrell (MF)
- Graham Haldane (GH)
- Sheila Marsh (SM)
- Anne Roberts (AR)
- Tracey Roberts-Cuffin (TR)
- David Stewart (DS)

Apologies:

- Carmel Smith
- Elizabeth Stitt
- Matt Holland

Minutes and matters arising

The minutes from the previous meeting were approved. No amendments required.

HCLU update (DS)

- LQAF returns have been reviewed and the results will be sent to Managers this week
- A review of the current format and content of the LQAF forms part of the Knowledge for Healthcare strategy
- Andrea has forwarded some suggested dates for the 2015 library development visits
- A total of 5 submissions were received for the national innovation awards. The HCLU team is currently finalising which submissions can be progressed for an award, and which can be used for sharing good practice locally
- Going forward, there will be £250,000 available from HENW for bids
- Victoria Treadwell has been appointed Library Manager at Wirral
- The Knowledge for Healthcare strategy is under review and awaiting publication
- A new Programme Manager post for HCLU is currently under review. There are some issues around banding that need to be addressed before it can be progressed.
- MF confirmed that Elizabeth Stitt has been included in all correspondence regarding this meeting

Athens update (AR)

- Please could Open Athens administrators contact their regional administrator before posting on the various lists.

- There have been a few losses of some resources recently, if this happens to any organisation please contact me and I will investigate.
- There is no need for Open Athens administrators to “approve” accounts. I do this regularly. Before the changes in February these approvals were only seen by me and only accessible to me once a week. Now that local administrators can see them they can approve if they wish to but I will be checking anyway.
- At the last meeting it was discussed how administrators wanted me to email users from the Open Athens administration site when the contact details of the “impersonated” administrator are at the end of the emails, not mine. Making it look as if my email came from the accounts administrator rather than me. After experimenting I have started to email account holders asking them to send the reply to my email address. The actual administrators contact details are still also included in the email.
- Sometime In the future, hopefully next year, there will be a new function in Open Athens, where resources could be purchased for a specific staff group rather than the whole of an organisation. This could mean that some resources would be cheaper. To do this, accounts need to have their “job role” on their account filled in. Many accounts have no job role or “other.” No job roll being seen on older accounts. With the new Open Athens since February statistics for individual job roll is easier. Bearing in mind these two thing it is advisable to keep a check on accounts and fill in the job rolls although there is no urgency.

P2P scheme (ALL)

- TR discussed usage stats and identified some discrepancy regarding how information is collated. It was agreed that a standardised approach for collating data is required to ensure consistency and accuracy
- TR suggested making the P2P scheme document available via the LIHNN website. She agreed to lead on this initiative and the matter will be discussed further at the next meeting.
- MF will circulate the most recent version of the P2P document.

Update C & L strategic action plan (ALL)

The local strategic action plan is to be formulated following the publication of the Knowledge for Healthcare national strategy, which is ongoing. This item will be deferred until the meeting in March 2015.

Round robin

Blackpool Teaching Hospitals

- A SLA with Trinity Hospice has been finalised and has generated an extra income of 2.5k. The SLA with the Public Health team has also been renewed for another year.
- 21 brand new PCs have now been installed in the Library following a successful bid to HENW
- The Band 4 vacancy has been used to meet the department’s CIP target. In order to ensure that staffing levels are adequate, Teresa Evans (Library Assistant) is now working four as opposed to three days a week. We also have a volunteer working with us one day a week which has provided additional support.

- MF and Michael Reid, Clinical Librarian, recently gave a presentation at the Council of Governors Board meeting which was also attended by the Trust Board and Non-Exec Directors. Members of the Council registered with the Library following the presentation and Michael Reid is undertaking some work in support of an initiative around fostering 'mindfulness' which is being led by one of the newly appointed councillors. This representations an excellent breakthrough for the service in engaging at Board level and there is scope to develop this relationship further, particularly in terms of supporting Trust-wide change initiatives. Linked to this, Michael Reid has spent some time shadowing in the PMO in order to enhance the profile and reach of the clinical librarian service, and he has already formed some promising contacts there.
- Debra Thornton will be resuming post as Library Manager from January 2015

Lancashire Teaching Hospitals Update

Strategic

- In the process of completing a learning lessons bulletin on Protected Meal Times
- Discussed with Pathology about putting their policies and guidelines on Heritage
- Completed Awards Bulletin
- Literature search on integrated care
- Research strategy possibility of providing a publications repository

Library

- The library has been shortlisted for a Workforce and Education award in the 'Outstanding contribution to patient care' category within the organisation
- All appraisals are up to date for staff
- Paul Tickner has started as the new Assistant Clinical Librarian
- Window for staff room has been installed. Awaiting for plasterer to arrive to complete the work and painting to be completed
- Received the quotes for the counter will order hoping for it to be installed and ordered new chairs as part of the same refurbishment
- Louisa Halton has been awarded her ACLIP qualification
- Submitted two innovations to HCLU
- Joanne Taylor has had a baby girl

North Cumbria University Hospitals



2014 1st and 2nd Q
CPFT LIBRARY



LIBRARY &
KNOWLEDGE SERVICE

University Hospitals of Morecambe Bay

- Tracey Pratchett is leaving the library service to take up a post with Corporate Comms to introduce the Information Standard.

- Joanne Shawcross is the new Clinical Librarian and we are advertising the Band 5 in the New Year.
- Learning Lessons and policy development are currently the main focus of the service
- Two submissions have been put forward to the final of the Sally Hernando Awards
- Lynn Allan is still off sick and is unlikely to return within the next few months

AOB and date of next meeting

A new Chairperson is to be agreed upon from January. The next meeting will take place on 29th January 2015 at Lancaster (to be confirmed)