Appendix 2 – Self Assessment Report template

Report Template – Joint Health Scrutiny Accountability Sessions (To be deleted)

Report to: Staffordshire County Council Joint Health Scrutiny Accountability Session – Date of meeting
Report of: Name, Chief Executive, Trust
Report date: Date report written
Subject: Name of Trust
Purpose of the report: To provide Members of the Joint Health Accountability Session an assessment of Trust

Brief Summary of Provision
To include for example Trust locations, populations served, services offered, size, income.

Safety of Services
Chief Executive’s summary identifying any significant causes for concern and/or progress made.

Care Quality Commission
Summary of recent inspection findings, focusing on how the Trust has taken forward learning, areas of continuing pressure/difficulty/challenge etc.

Sustaining Services
An overview of any issues that are affecting the sustainability of services – staffing, finances etc.

Patient Safety and Quality of Care
- Safety thermometer - details and data re types of patient harm.
- Sections on individual areas for example; pressure ulcers, falls, UTIs, VTEs, infection control, patient experience etc. To include easy to read graphs supported by table of figures.
- Data to enable comparison with other years/quarters/months.
- Comparison against benchmarks.
- Trends
- Action Plans
- Targets (including anticipated completion dates).

Complaints
- Number of complaints received.
- Comparison with previous years/quarters/months. To include easy to read graphs supported by table of figures.
- Breakdown of complaints by type/department/level. To include easy to read graphs supported by table of figures.
- Themes
- Learning from complaints.
- Action Plans.
- Targets.

Serious Incidents
- Definition.
- Comparison with previous years/quarters/months. To include easy to read graphs supported by table of figures.
• Breakdown of types of incidents & outcomes. To include easy to read graphs supported by table of figures.
• Themes
• Action Plans.
• Targets.

Mortality Rates
• Definition of Standardised Mortality Rates.
• Summary and explanation of performance against Standardised Mortality Rates.
• Yearly/quarterly/monthly data. To include easy to read graphs supported by table of figures.
• Themes
• Action Plans
• Targets

Performance
• Include a link to performance reports presented at for example the Trust Board and/or Senior Management Team.
• Key performance targets.
• Trust performance yearly/quarterly/monthly figures in areas for example the 18 week Referral to Treatment, Cancer Access Targets, Diagnostic waits, Stroke, Delayed Transfers if Care etc. To include easy to read graphs supported by table of figures.
• Themes
• Action Plans
• Targets

Workforce
• Recruitment and retention figures in comparison to previous months/quarters/years. To include easy to read graphs supported by table of figures.
• Recruitment activity.
• Vacancy levels by staff groups for example nursing/medical and the reasons for this.
• Sickness absence levels in comparison to previous months/quarters/years.
• Implications of sickness absence and vacancies.
• Themes
• Action Plans
• Targets
• Staff feedback/family and friends survey information.

Finance
• Overview of financial position and plans.
• Cost improvement measures.
• Capital schemes.
• Cash support.
• Changes to income.
• Pressures
• Actions Plans
• Targets

Public Engagement
• Feedback
• Ongoing work
• Events planned