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| Item / Report | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| Apologies |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Minutes of last meeting |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Matters arising/action log |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Clinical Effectiveness & Standards Group annual work plan: bi-annual monitoring |  |  |  |  |  | **x** |  |  |  | **x** |  |  |
| CARSG minutes & key issues report incl annual audit plan and research update |  |  |  |  |  |  |  | **x** |  |  |  | **x** |
| Clinical Education Working Group minutes & key issues report |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Education Standardisation Group minutes & key issues report |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Clinical Effectiveness Quality Improvement Plan - monitoring progress update |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Quality report – monitoring Effectiveness KPIs |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Patient rights under Mental Health Act and MHA Code of Practice – compliance monitoring |  |  |  |  |  |  |  | **x** |  |  |  | **x** |
| Consent and decision making incl Mental Capacity Act and Children Acts – compliance monitoring |  |  |  |  |  |  |  | **x** |  |  |  | **x** |
| Shared learning arising from SI and complaint investigations – impact on clinical effectiveness and clinical standards and associated actions |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| External recommendations and/or guidance including national report recommendations – dissemination and action monitoring |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
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| Patient outcomes monitoring: benchmarking with other ambulance trusts – dissemination of learning and actions where required |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Sector reporting including assurance on:* Clinical training attendance compliance
* Workforce clinical audit outcomes and actions
* Shared learning and action monitoring
 |  |  |  |  |  | **x** |  | **x** |  | **x** |  | **x** |
| Training Needs Analysis / Clinical Education Annual Plan: * Statutory / Mandatory training requirements
* Clinical training requirements
 |  |  |  |  |  |  |  | **x** |  | **x** |  |  |
| CQC compliance report: Format and content TBA |  |  |  |  |  | **x** |  |  |  |  |  | **x** |
| Risk register review – Clinical Effectiveness and Standards related risks scored >12 |  |  | **x** |  |  |  | **x** |  | **x** |  |  | **x** |
| Escalations to QOG for key issues report |  |  | **x** |  |  |  | **x** |  | **x** |  |  | **x** |
| AOB |  |  | **x** |  |  |  | **x** |  | **x** |  |  | **x** |
| Date & time of next meeting |  |  | **x** |  |  |  | **x** |  | **x** |  |  | **x** |
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