

SBRI Healthcare: Oxygen monitoring management meeting 3

Location

Medilink Yorkshire & Humber Ltd, 3, Smithy Wood Drive, Smithy Wood Business Park, Chapeltown, Sheffield, S35 1QN

Date and Time

10am-1pm, 10th February 2017

Summarised actions (previous meeting)

- **ACTION – TW** put meeting request out for an internal concept selection meeting after meeting of 26th April (additional 2 hours – meeting lasting until 3pm)
- **ACTION – TW** share the clinical focus group protocol with the group at next meeting
- **ACTION – HE** to send contact details of the Leeds & Barnsley clinicians (& Lee Richardson – nurse for ventilated patients) to **TW** & contact details for Julia (retired nurse)
- **ACTION – TW** to let **RK** know which lunch we want to order for the focus group
- **ACTION – HE** to approach a small number of parent/patients to get people signed up to the patient focus group for **PT** & **TW**
- **ACTION – SN** create spreadsheet for finance, showing total paid to each subcontractor per month
- **ACTION – SN** to send a format for itemising costs to all partners so invoices are standardised
- **ACTION – ALL** partners to invoice Viamed quarterly – Prepare costs for **end of March**, including the correct **customer name** for each organisation
- **ACTION – TW & PT** define a date for the validation focus group BEFORE clinical focus group takes place
- **ACTION – RK** to take a look through methodologies for collecting clinical data relating to patient & carer anxiety when managing long term conditions – feeding into Phase II application
- **ACTION – PT** begin filling in the Interim Report, then send round to **ALL** partners for feedback

Agenda

| No. | Item | Leader | Time |
|-----|--|--------|--------|
| 1. | Review of actions from previous meeting | All | 10 min |
| 2. | Matters arising | All | 10 min |
| 3. | Finance and invoicing arrangements | SN, PT | 10 min |
| 4. | Review project tracker – activities vs. milestones | All | 60 min |
| 5. | Clinical interview questionnaire protocol | TW, PT | 20 min |
| 6. | Any other business | All | 10 min |
| 7. | Date of next meeting (confirm) | All | 5 min |

Circulation:

Steve Nixon (SN)
Ruth Kingshott (RK)
Heather Elphick (HE)
Fadi Junaid (FJ)
Tom Wright (TW)
Patrick Trotter (PT)