

## Governor NHS Jargon Buster

This is a small selection of relevant acronyms or items that may be referred to in Executive meetings at the Trust.  
A comprehensive jargon buster is available on the NHS Confederation website [here](#).

<b>A</b>		
<b>A&amp;E</b>	Accident & Emergency	Hospital department specialising in the Acute care of patients who arrive without prior appointment. Also referred to as ED.
<b>AGM</b>	Annual General Meeting	A meeting that is held every year to discuss issues and elect new officials where required.
<b>AHP(s)</b>	Allied Health Professionals	Health care profession distinct from dentistry, optometry, nursing, medicine and pharmacy; for example physiotherapists, radiographers, speech therapists and podiatrists.
<b>AHSC</b>	Academic Health Science Centre	A partnership between a healthcare provider and one or more universities.
<b>AHSN</b>	Academic Health Science Network	Locally owned and run partnership organisations to lead and support innovation and improvement in healthcare.
	Acute Care	Short term treatment for diseases or illnesses that start quickly and have painful or distressing symptoms. The term 'acute' is also used to refer to services which provide care and treatment for physical health problems.
<b>AMHP</b>	Approved Mental Health Professional	Someone who has had specific training in the legal aspects of mental health assessment and treatment. AMPHs are approved by their local authority social services department to organise and carry out assessments under the Mental Health Act 1983 (MHA).
<b>AMM</b>	Annual Members Meeting	A meeting that is held every year to give members the chance to hear about what the Trust has done in the past year.

<b>B</b>		
<b>BMA</b>	British Medical Association	Trade union and professional body for doctors.
<b>BoD</b>	Board of Directors	Executive directors and non-executive directors who have collective responsibility for leading and directing the foundation trust.
	Benchmarking	Method of gauging performance by comparison with other organisations.
<b>BRC</b>	Biomedical Research Centres	Biomedical Research Centres (BRCs) have been established as part of the UK Government's NHS research strategy. The aim of these Centres is to find new ways of using research to prevent, diagnose and treat illness. BRCs were created by the National Institute for Health Research (NIHR).

<b>C</b>		
	Caldicott Guardian	Each NHS organisation has a nominated 'Caldicott Guardian' responsible for ensuring the Trust complies with the Caldicott principles. These aim to ensure the protection of patient's right to privacy, dignity and confidentiality.
	Care Pathway	A standard way of giving care or treatment to someone with a particular diagnosis.
	Care Plan	A plan for your care over the next few weeks or months. It should be written down and you should have a copy. If you think it is wrong, or something is missing, you can ask for it to be changed.
	Care co-ordinator/key worker	The person who is responsible for making sure that your care is properly planned and you get the help you need. They will usually work with a community mental health team and will be the person you see most often. They will usually be a Community Psychiatric Nurse, social worker or occupational therapist.
<b>CCG</b>	Clinical Commissioning Group	Groups of GPs who are responsible for commissioning local health services in England (all GP practices must belong to a CCG).
<b>CE/CEO</b>	Chief Executive Officer	Leads the day to day management of the Foundation Trust.
<b>CFO</b>	Chief Financial Officer	The board member leading on finance issues in the Trust; an Executive Board member.
<b>CoG</b>	Council of Governors	The governing body that holds the non-executive directors on the board to account for the performance of the board in managing the Trust, and represents the interests of members and of the public.
<b>CQC</b>	Care Quality Commission	Independent regulator of all health and social care services in England.
<b>CQUIN</b>	Commissioning for Quality and Innovation	A sum of money (2.5% of contract value) that is given to providers by commissioners on the achievement of locally and nationally agreed goals.
	Community Care	A network of services provided by the NHS, social services and volunteers designed to keep people independent, and to support elderly people or people with mental health problems or learning disabilities who might previously have been in hospital.

<b>D</b>		
	Data Protection Act	The Data Protection Act controls how your personal information is used by organisations, businesses or the government. Everyone responsible for using data has to follow strict rules called 'data protection principles'.
<b>DCA</b>	Director of Corporate Affairs	The board member responsible for how the Trust interacts with the community it serves.
	Disability Discrimination Act	The two acts of parliament enforcing the rights of disabled people: The Disability Discrimination Act 1995 (amended Dec 2006) and The Disability Rights Commission Act (DRC) 1999.
<b>DRC</b>	The Disability Rights Commission	Set up in 2000 this sought to eradicate the discrimination of disable people.
<b>DH/DoH</b>	Department of Health	The ministerial department which leads, shapes and funds health and care in England.
<b>DoF</b>	Director of Finance	See FD.
<b>DOSA</b>	Day of Surgery Admission	This is when the patients are admitted on the day of their surgery rather than the day before.
<b>DTOCs</b>	Delayed Transfers of Care	This refers to patients who are medically fit but waiting for care arrangements so therefore cannot be discharged.

<b>E</b>		
<b>EBITDA</b>	Earnings before interest, taxes, depreciation and amortization	Operating income.
<b>ED(s)</b>	Executive Directors	Senior management employees who sit in the Trust Board.
<b>ED</b>	Emergency Department	Alternative name for Accident & Emergency department.

<b>F</b>		
<b>FD</b>	Finance Director	The board member leading on finance issues in the Trust; an Executive Board member.
<b>FOI</b>	Freedom of Information	The Freedom of Information Act gives the general public the right, to obtain information held by the public sector.
<b>FRC</b>	Financial Reporting Council	The UK's independent regulator responsible for promoting high quality corporate governance and reporting to foster investment.
<b>FT</b>	Foundation Trust	A part of the NHS in England that provides healthcare to patients/service users and has earned a degree of operational and financial independence.
<b>FTGA</b>	Foundation Trust Governors' Association	National membership association for governors of NHS Foundation Trusts.

<b>FTN</b>	Foundation Trust Network	The membership organisation for NHS public provider Trusts.
	Francis Report	The final report of the public inquiry into care provided by Mid Staffordshire NHS FT chaired by Robert Francis QC.

<b>G</b>		
<b>GMC</b>	General Medical Council	The independent regulator for doctors in the UK.
<b>GP</b>	General Practitioner	Doctor who provides family health services in the local community.

<b>H</b>		
<b>HA</b>	Health Authority	A regional body in the NHS that no longer exists-various versions of these have existed: district health authority, strategic health authority, regional office of the NHS Executive etc. The closest equivalent today is the regional arm of NHS England (North, South, London and Midlands & East).
<b>HCAI</b>	Healthcare Associated Infection	These are infections that are acquired in hospitals or as a result of healthcare interventions; MRSA and Clostridium difficile are both classed as HCAs.
<b>HCA</b>	Health Care Assistant	Staff working within a hospital or community setting under the guidance of a qualified health professional.
<b>HEE</b>	Health Education England	The NHS body responsible for the education, training and personal development of staff.
<b>HES</b>	Hospital Episode Statistics	A national return of activity data that is used for national and local planning.
<b>HSCA</b>	Health & Social Care Act 2012	An Act of Parliament providing the most extensive reorganisation of the NHS since it was established, including extending the roles and responsibilities of governors.
<b>HWB/HWBB</b>	Health & Wellbeing Board	A local forum to bring together partners from across the NHS local government, the third sector and the independent sector.

<b>IJK</b>		
<b>IP</b>	Inpatient	A patient who is hospitalised for more than 24 hours.
<b>ICU</b>	Intensive Care Unit	Specialist unit for patients with severe and life threatening illnesses.
<b>IGT</b>	Information Governance Toolkit	an online system that allows NHS organisations and partners to assess themselves against Department of Health information governance policies and standards.
<b>KPIs</b>	Key Performance Indicators	Indicators that help an organisation define and measure progress towards a goal.
	Kings Fund	Independent charity working to improve health and health care in England.

<b>L</b>		
<b>LA</b>	NHS Leadership Academy	National body supporting leadership.
<b>LATs</b>	Local Area Team	The local commissioning arm of NHS England whose responsibilities include commissioning primary care; now called simply Area Teams.
<b>LETB</b>	Local Education and Training Board	These are the local arms of Health Education England, now called by their region rather than LETB – e.g. Health Education West Midlands; they plan education, training and deal with workforce issues.
<b>LHW</b>	Local Healthwatch	The new local body representing patient views; replaced Local involvement Networks.
<b>LOS</b>	Length of Stay	A term commonly used to measure the duration of a single episode of hospitalisation.

<b>M</b>		
<b>M&amp;A</b>	Mergers & Acquisitions	Mergers are a joining of two corporate entities of notionally equal stature, acquisitions are take-overs.
<b>MHA</b>	Mental Health Act	The Law in England and Wales that allows people with a ‘mental disorder’ to be admitted to hospital, detained and treated without their consent-either for their own health and safety, or for the protection of other people.
<b>MI</b>	Major Incident	A major incident affects or can potentially affect, hundreds or thousands of people and can cause a significant amount of casualties e.g. closure of a major facility due to fire, or persistent disruption of services over several week/ months.
<b>MRSA</b>	Methicillin-Resistant Staphylococcus Aureus	A bacterium responsible for several difficult to treat infections in humans.

<b>MSA</b>	Mixed Sex Accommodation	Wards with beds for both male and female patients.
	Monitor	Assesses NHS trusts to see if they are suitably prepared to become Foundation Trusts and ensures Foundation Trusts are financially viable and well governed.
<b>MDT</b>	Multi-disciplinary team	A team of health and social care staff. It includes professionals such as nurses, doctors, social workers, psychologists and benefits workers. It can also include service users and non-professionals in certain jobs.

<b>N</b>		
<b>NED</b>	Non Executive Director	Directors who are appointed but not employed by the Trust; they have no executive responsibilities and are responsible for vetting strategy, providing challenge in the board room and holding the executive directors to account.
<b>NHS</b>	National Health Service	Publicly funded healthcare system with the UK.
<b>NHSCB</b>	NHS Commissioning Board (now NHS England)	The national body with statutory responsibility for commissioning primary care and specialised care; it also authorises and develops CCGs.
<b>NHSI</b>	NHS Improvement	NHSI is responsible for overseeing foundation trusts and NHS trusts, as well as independent providers that provide NHS-funded care.
<b>NHSII</b>	NHS Institute for Innovation and Improvement	Now part of NHS England.
<b>NHSLA (NHSR)</b>	NHS Litigation Authority (now NHS Resolutions)	Not for profit part of the NHS which manages negligence and other claims against the NHS in England on behalf of their member organisations.
<b>NHSP</b>	NHS Professionals	Provides bank (locum) healthcare staff to NHS organisations.
<b>NHSTDA</b>	NHS Trust Development Authority	Provide governance and accountability for NHS Trusts in England and delivery of the Foundation Trust pipeline. This is now part of NHSI.
<b>NICE</b>	National Institute for Health and Care Excellence	Provides national guidance and advice to improve health and social care
<b>NMC</b>	Nursing and Midwifery Council	Nursing and midwifery regulator.
<b>NSFs</b>	National Service Frameworks	Set clear quality requirements for care.
	NHS Direct	24 hour telephone helpline and website providing confidential information on health conditions, local healthcare services, self-help and support organisations.
	NHS England	An executive no-departmental public body with a mandate from the Secretary of State to improve health outcomes for people within England.
	Nuffield Trust	Independent source of evidence-based research and policy analysis for improving health care in the UK

<b>O</b>		
<b>OP</b>	Outpatients	A patient who is not hospitalised for 24 hours or more but who visits a hospital, clinic or associated facility for diagnosis or treatment.
<b>OSCs</b>	Overview and Scrutiny Committees	The part of your local council that looks at decisions - including decisions affecting people with care and support needs - made by the council's elected decision-makers.

<b>P</b>		
<b>PALS</b>	Patient Advice & Liaison Service	Offers confidential advice, support and information on health-related matters to patients, their families and their carers.
<b>PbR</b>	Payment by Results or Tariff	A way of paying for services that gives a unit price to a procedure.
<b>PCT</b>	Primary Care Trust	A local commissioning body that has now been replaced by CCGs and NHS England LATs.
<b>PDC</b>	Public Dividend Capital	The taxpayer value in providers' estate – basically the property value. FTs do not own PDC- it is held by FTs on behalf of the state and FTs pay interest to the government each year (3.5%) to recognise this relationship.
<b>PFI</b>	Private Finance Initiative	A scheme where private finance is sought to supply public sector services over a period of up to 60 years.
<b>PLACE</b>	Patient-Led Assessments of the Care Environment	Local people go into hospitals as part of teams to assess how the environment supports patient's privacy and dignity, food, cleanliness and general building maintenance.
<b>PROMS</b>	Patient Recorded Outcome Measures	Data collected from patient questionnaires about their health and quality of life before they have an operation and about their health and the effectiveness of the operation afterwards; collected to help the NHS measure and improve the quality of its care.

<b>Q</b>		
<b>QIPP</b>	Quality, Innovation, Productivity & Prevention	National Department of Health strategy involving all NHS staff, patients, clinicians and the voluntary sector; it aims to improve the quality and delivery of NHS care .
<b>QOF</b>	Quality and Outcomes Framework	A voluntary incentive scheme for GP practices in the UK, rewarding them for how well they care for patients.
<b>QRP</b>	Quality & Risk Profile	Profile created by CQC about a trust looking at 16 essential outcomes of quality and safety; currently updated 9 times a year.

<b>R</b>		
<b>RAG</b>	Red, Amber, Green classifications	A system of performance measurement indicating whether something is on or better than target (green), below target but within acceptable tolerance level (amber), or below target and below an acceptable tolerance level (red).
<b>RTT</b>	Referral to Treatment Time	The waiting time between a patient being referred and receiving treatment.

<b>S</b>		
<b>SHA</b>	Strategic Health Authority	Created by the government in 2002 to manage the local NHS on behalf of the Secretary of State for Health; SHAs ceased to exist on 01/04/13, their responsibilities have been taken over by CCGs and the NHSTDA.
<b>SHMI</b>	Summary Hospital Level Mortality Indicator	Reports mortality at Trust level across the NHS in England using standard and transparent methodology.
<b>SID</b>	Senior Independent Director	A non-executive director who sits on the board and plays a key role in supporting the chair; the SID carries out the annual appraisal of the chair, and is available to governors as a source of advice and guidance in circumstances where it would not be appropriate to involve the chair.
<b>SLM/R</b>	Service Line Management/ Reporting	A system in which a hospital trust is divided into clinical areas that are managed, by clinicians as distinct operational units.
<b>SoS</b>	Secretary of State	Accountable to Parliament for delivery of health policy within England and for the performance of the NHS.
<b>SSA</b>	Same Sex Accommodation	Wards which are only for male and female patients.

<b>T</b>		
<b>TTO</b>	To Take Out	Medicines to be taken away by patients on discharge.