

**COUNCIL OF GOVERNORS' MEETING**

**13 AUGUST 2015**

Paper Title:	Glossary of Abbreviations
Section:	Public
Lead Director:	Mike Smith, Chair
Paper Author:	Stella Jackson, Deputy Trust Secretary
Agenda Item:	14
Presented For:	Discussion

**PURPOSE OF THIS PAPER:**

To provide Governors with a glossary of abbreviations.

**EXECUTIVE SUMMARY:**

At the Council of Governors' Induction meetings, Governors requested that a glossary of commonly used abbreviations be developed and provided to them. The glossary is attached at Annex A.

**RECOMMENDATIONS:**

That:

- The Council of Governors' notes the glossary of abbreviations; and
- Individual Governors contact either the Trust Secretary or Deputy Trust Secretary if they would like further information about any of the abbreviated items.

## ANNEX A: GLOSSARY OF ABBREVIATIONS

A&E	Accident and Emergency
AC	Audit Commission
ACP	Acute Care Pathway
AHP	Allied Health Professional
AMH	Adult Mental Health
AOT	Assertive Outreach Team
AQP	Any Qualified Provider
ATU	Assessment and Treatment Unit
AWC	Airedale, Wharfedale and Craven
BAF	Board Assurance Framework
BDCT/FT	Bradford District Care Foundation Trust
BMA	British Medical Association
BMDC	Bradford Metropolitan District Council
BME	Black and Minority Ethnic
BMJ	British Medical Journal
BRI	Bradford Royal Infirmary
BTHFT	Bradford Teaching Hospitals Foundation Trust
CAMHS	Child and Adolescent Mental Health Services
CCG	Clinical Commissioning Group
CCP	Cluster Care Packages
CEO	Chief Executive Officer
CIP	Cost Improvement Programme
CMHS	Community Mental Health Services
CMHT	Community Mental Health Team
CoG	Council of Governors
COPD	Chronic Obstructive Pulmonary Disease
CPA	Care Programme Approach
CPD	Continuing Professional Development
CPPP	Care Pathways Packages and Payments
CQC	Care Quality Commission
CQUIN	Commissioning for Quality and Innovation
CRES	Cash Releasing Efficiency Savings
CRR	Corporate Risk Register
CSR	Comprehensive Spending Review
D&V	Diarrhoea and Vomiting
DAU	Dementia Assessment Unit
DH	Department of Health
DNA	Did Not Attend
DOLS	Deprivation of Liberty
DPA	Data Protection Act
EBITDA	Earnings before Interest, Taxation, Depreciation and Amortisation
ED	Executive Director
EH&WB	Employee Health and Wellbeing

EIP	Early Intervention in Psychosis
EMT	Executive Management Team
ESR	Electronic Staff Record
FBIC	Finance, Business and Investment Committee
FNP	Family Nurse Partnership
FOI	Freedom of Information
FOT	Forecast Outturn
FT	Foundation Trust
GP	General Practitioner
HEE	Health Education England
HR BPs	Human Resources Business Partners
HSJ	Health Service Journal
HWB	Health and Wellbeing Board
IAPT	Improving Access to Psychological Therapies
IBP	Integrated Business Plan
IG	Information Governance
IHTT	Intensive Home Treatment Team
IM&T	Information Management and Technology
ITC	Intensive Therapy Centre
JSNA	Joint Strategic Needs Assessment
KPI	Key Performance Indicator
KSF	Knowledge and Skills Framework
LA	Local Authority
LD	Learning Disability
LETB	Local Education Training Board
LTFM	Long Term Financial Model
MCA	Mental Capacity Act
MDT	Multi-Disciplinary Team
MHA	Mental Health Act
MHLC	Mental Health Legislation Committee
MHMDS	Mental Health Minimum Dataset
MRSA	Methicillin-Resistant Staphylococcus Aureus
NAO	National Audit Office
NCVO	National Council for Voluntary Organisations
NED	Non-Executive Director
NHS	National Health Service
NHSE	NHS England
NHSLA	NHS Litigation Authority
NICE	National Institute for Health and Care Excellence
OD	Organisational Development
OSC	Overview and Scrutiny Committee
OT	Occupational Therapist
PACS	Patient Advice and Complaints Service
PbR	Payment by Results
PCMHT	Primary Care Mental Health Team
PDP	Personal Development Plan

PICU	Psychiatric Intensive Care Unit
PID	Project Initiation Document
PLACE	Patient-Led Assessment of the Care Environment
PMO	Programme Management Office
PO	Purchase Order
PPI	Patient and Public Involvement
PROM	Patient Rated Outcome Measure
QA	Quality Account
QSC	Quality and Safety Committee
R&D	Research and Development
RAG	Red, Amber, Green (risk assessment ratings)
RCN	Royal College of Nursing
RIO	Electronic patient record used in the Trust
RTT	Referral to Treatment
SFI	Standing Financial Instruction
SI	Serious Incident
SID	Senior Independent Director
SLR	Service Line Reporting
SO	Standing Order
SPA	Single Point of Access
SRG	Strategic Reference Group
SUDW	Service User Development Worker
SUIT	Service User Involvement Team
SWOT	Strengths, Weaknesses, Opportunities, Threats
SYSTEM1	Electronic patient record used in primary care
TUPE	Transfer of Undertakings (Protection of Employment) Regulations
TWIG	Trust Wide Involvement Group
VFM	Value for Money
WHO	World Health Organisation
WRAP	Wellness Recovery Action Plan
Wte	Whole Time Equivalent
WTSG	Workforce Transformation Steering Group
YTD	Year to Date

