**Approved Notes & Actions - ED Taskforce Implementation Oversight Group Meeting**

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| Date:Time:Venue:Chaired by : | Monday 8th January 20181.00pm – 3.00pmIndigo Room, Dr Steeven’s Hospital, Dublin 8Mr John Connaghan, Deputy Director General |
| In attendance: | * Mr John Connaghan (JC), Chair
* Ms Phil Ní Sheaghdha (PNS)
* Minister Simon Harris, Minister for Health (SH)
* Mr Greg Dempsey (GD)
* Ms Rosarii Mannion (RM)
* Ms Anne O’Connor (AOC)
* Professor Mary Day (MD)
* Mr Dean Sullivan (DS)
* Mr Paul Connors (PC)
* Mr Liam Woods (LW)
* Mr John Hennessy (JH)
* Mr Stephen McMahon (SMcM)
* Professor Garry Courtney (GC)
* Dr Colm Henry (CM)
* Dr Gerry McCarthy (GMcC) – via teleconference
* Mr Michael Fitzgerald (MF) – via teleconference
* Dr David Hanlon (DH)
* Ms Angela Fitzgerald (AF)
* Mr Damien McCallion (DMcC)
* Dr. Colm Henry (CH)
* Ms Anne Keating (AK) – on behalf of Grace Rothwell
* Dr Kevin Kelleher (KK) – via teleconference
* Ms Sarah Cooney (SC)
* Ms Susan Scally (SS)
* Ms Ann Martin (AM)
* Ms KathyAnn Barrett (KAB)
* Ms Joanne Lonergan (JL)
* Sheila Corcoran Baxter – Business Manager SDU
* Mr Tim Cotter – SDU Support
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| Opening Remarks | JC welcomed members to the Taskforce meeting and acknowledged the short notice given. |
| Agenda Item |  |
| 1. Notes and Actions from Meeting 7th December 2017
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|  | JC noted the draft Minutes and Actions arising from the previous meeting of 7th December 2017. JC asked the Group to review the draft December 2017 minutes and actions, submit any comments or amendments to the Secretariat to be re tabled at the next meeting. **Action:**1. **Members to review draft minutes and actions from December 2017 meeting and submit comments or amendments to the Secretariat for tabling at the next meeting.**
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| 1. Current Performance / Activity Overview (Ref. Winter Report as circulated in advance of the meeting)
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|  | AK provided an overview of the current activity and performance, key points as follows:1. an increase of 2.3% in attendances
2. an increase of 2% in admissions
3. a decrease of 2.6% in TrolleyGAR 8am trolley figures during 2017 compared to 2016.
4. a 29% increase in attendances and admissions for >75 years olds during the Christmas and New Year period
5. a large increase in influenza rates during the holiday period also.

The Group discussed the ED attendances from HSE and private nursing homes. PNS queried the readmission rates and breakdown of attendances from nursing homes by Hospital Group. PNS also queried re source differentiation from public/private residential particularly because direct HSE RN employees had agreed to carry out transfer of tasks etc.AK advised that readmission rates will be available later this month and will be shared.MD queried guidelines for transfers of patients following flu contact, CH clarified that the guidelines stated 7 seven days from the onset of symptoms. AF agreed to recirculate the guidelines to Hospital Groups. JC noted that the impact of the commencement of CPE screening on isolation facilities nationwide.Discussion on the TrolleyGAR numbers and INMO Trolley Watch numbers took place.  JC proposed a process to standardise both reporting mechanisms following the Winter period, for discussion at some point during early 2018. **Actions:**1. **Readmission rates to be shared when available**
2. **AF to recirculate Influenza guidelines to HGs**
3. **Discussion re trolley number reporting to be tabled for the next meeting.**
4. **Slides to be circulated to all after the meeting.**
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| 1. Short Term Plan.
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| 1. Impact of Flu
 | KK provided an update on the current rates of flu and confirmed the increased uptake of the flu amongst health care workers. SH acknowledged the positive impact of the Flu preparedness campaign and the endorsement of the INMO and IMO. Preparations for next Winter’s preparedness will begin post Easter 2018, same will include a ‘Lessons Learned’ exercise.**Actions**1. **KK to develop and share full report post the winter period.**
2. **Lessons Learned exercise to be undertaken.**
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| 1. HSE National Winter Plan 2017/2018 Progress Report – *preliminary* report for period ending 02/01/2018 circulated at the meeting
 | DMcC provided an update on Winter Plan noting the various divisional initiatives, and noted recent usage of private hospital bed capacity. DMcC noted some challenges with carer availability for HCPs, TCBs being used pending carer availability. PNS queried staffing for additional capacity; paediatric delayed discharges, critical care capacity and sought data on impact of CITs. AF gave an outline on the current reasons for paediatric delayed discharges and JH agreed to provide data on the impact of CIT on OPAT and admission avoidanceQuery re CIT providing a service to nursing homes – this was confirmed after the meeting.PNS also queried if the RNs graduating in August had all been given assurance of employment – RM to revert.SH acknowledged the efforts of staff to date and asked that below be tabled for discussion at the next meeting:1. How ED pressures could have been avoided;
2. Recruitment of staff in sites that continuously seem to encounter problems with recruitment;
3. Why some sites are continuously struggling with performance;
4. Details on diagnostic access;

ED presentations from nursing homes were discussed. It was agreed for a subgroup to be established to examine this issue in detail. SMcM raised a number of concerns, JC proposed that SMcM go on a site visit as a Patient Advocate and member of the ED Taskforce.JC acknowledged the hard work of all concerned.**Action:**1. **RM to revert re query re Graduates, recruitment and retention to be tabled as an agenda item for next meeting.**
2. **JH to circulate data on impact of CIT & OPAT**
3. **Secretariat to table agenda items as referenced by Minister Harris**
4. **DMcC to establish nursing homes subgroup as discussed**
5. **SDU to arrange a site visit for SMcM.**
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| 1. HSE Escalation actions to address current ED situation
 | Discussion took place, DMcC asked members to feedback any suggestions in terms of local site solutions. |
| 1. Medium Term Plan – HSE Unscheduled Care 3 Year Plan.
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|  | DMcC provided an update in relation to the 3 Year USC Plan and associated 5 Fundamentals.DMcC referenced the Slaintecare report and some discussion ensued re the implementation and the requirement to determine resources associated.  |
| 1. Long Term Plan
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| 1. Urgent and Emergency Care Model Update
 | DMcC provided an update on the UEC Model.CH advised of the work undertaken in relation to the Acute Floor Model and proposed same as a medium term initiative. |
| 1. Slaintecare and DOH Capacity Review Update
 | GD informed the Group that this is intended to bring Slaintecare and the Capacity Review to Government in the next couple of weeks –Capacity review by end of January and Slaintecare by beginning of February. SH confirmed that a detailed implementation plan for Slaintecare would be ready by February / March 2018. |
| 1. AOB
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|  | Future of ED Taskforce in terms of membership, role and function was discussed at the meeting with various points made on structure, membership and terms of reference. Paper to be discussed at next meeting. |
| 1. Next Meeting
 | Early mid / February 2018. |