**Draft Notes & Actions – ED Taskforce Implementation Oversight Group Meeting**

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| Date:  Time:  Venue:  Chaired by: | Thursday 10th October 2019  2.30pm – 4.30pm  Indigo Room, Dr Steevens’ Hospital  Mr Liam Woods, National Director, Acute Hospitals  Ms. Phil Ni Sheaghdha, General Secretary, INMO |
| Attendees | * Mr Liam Woods (LW), Co-Chair on behalf of Ms Anne O’Connor, COO. * Ms Phil Ní Sheaghdha (PNS), Co-Chair * Mr Simon Harris (SH) * Mr Greg Dempsey (GD) * Mr. Joe Ryan (JR) * Dr Gerry McCarthy (GMcC) * Professor Garry Courtney (GC) * Dr Vida Hamilton (VH) * Ms Sonya Cotter (SC) * Mr Robert Morton (RM) * Ms AnneMarie Keown (AMK) * Ms Catherine Clarke (CC) * Mr Stephen Mc Mahon (SMcM) * Ms Ann Martin (AM) |
| Apologies | * Mr Dean Sullivan * Ms Mary Day * Mr David Walsh * Dr David Hanlon * Ms Anne Marie Hoey |
| Attendees | * Sarah Bardon (SB) * Mr Tim Cotter (TC)   Secretariat: Ms Sheila Corcoran Baxter (SCB) |
| Opening Remarks | LW welcomed all attendees and introduced the session. |
| Agenda Item |  |
| 1. Draft minutes and actions from meeting held 15th January 2019 |  |
|  | LW referenced the circulated minutes and actions from the last ED Taskforce meeting dated 15th January 2019. Minutes were approved.  PNS highlighted the long period of time since the last meeting of the Taskforce and noted that the HSE had cancelled a previously arranged meeting due to scheduling issues. SH noted that the convening of the ED Taskforce meetings was a matter for the Co Chairs. |
| 1. Current performance / activity overview 2. Current overcrowding in hospitals and immediate plans to alleviate |  |
|  | SC presented an overview of Unscheduled Care Performance YTD 2019 versus September 2018. PNS circulated two documents detailing INMO average trolley figures and comparisons with HSE figures.  Of note ED attendances of 1,006,196 YTD, reflecting an increase of 3% on last year with a 3% increase in ED attendances of persons aged 75 yrs and above.  ED Admissions totalled 262,683 YTD, reflecting a 1.4% increase on same period in 2018 with an increase of 0.9% or 67,413 in admissions of patients aged 75yrs and above.  Annual 8am Trolley counts reflected a 7.0% (up 5,288) increase on same period 2018 figures with total of 80,809 YTD.  SC highlighted the 6 hospital sites which accounted for 43% of national 8am trolley count YTD.  Delayed Transfers of Care (DTOC) have increased by 14% YTD.  SC highlighted the increase in activity across the system over the previous six weeks noting increase in ED attendances, slight decrease in ED admissions and significant increases in 8am trolley counts and DTOC. Of note six hospitals sites have accounted for 49% of national 8am Trolley count during this period.  LW stated that the release of additional funding would positively impact level of DTOC and noted the impact of CIT and FITT on level of ED admissions. LW referred to this year’s Australian flu season and the lessons from same.  SMcM highlighted a number of recent patient experiences reported to him and emphasised the role of the ED Taskforce in being a conduit for feedback from patients to the system.  SH stated that the ED Taskforce was not the sole forum tasked with overseeing Unscheduled Care performance. SH referred to the absolute requirement that patients in ED should expect to be comfortable and communicated with while in the ED. Assurances will be sought from each ED regarding availability of pillows and blankets in all EDs. SH also applauded the increase in the uptake of the flu vaccine by HSE staff.  SH provided an update on Winter funding.  Group discussed impact of FITT on admission levels and agreed 30 day readmission rate was a key metric.  PNS stated that the Winter Plan was important to staff within the system and welcomed same. PNS sought clarity on the issue of workforce planning and the opening of additional bed capacity, staffing for Home Care Packages, recruitment pause and staff retention. LW provided an update on the issues raised confirming that all sites would be communicated with in relation to Winter funding.  SMcM sought an update on the number of patients on waiting lists who present in ED and sought clarity on protocols once a patient on a waiting list attends an ED. LW agreed to review the Waiting List protocols and update the Group re same.  **Actions:**   1. **Assurance to be sought from each ED ensuring adequate supplies of pillows and blankets – RM and SCB.** 2. **Update on waiting list protocols for patients currently on lists who present to ED – LW.** |
| 1. Update on Winter Planning 2019/2020 |  |
|  | Update on the Winter Plan given with reference to additional funding in the region of €26m under the Winter Plan. SC confirmed that integrated plans had been received and reviewed with nine Winter Actions Teams now in place. Additional funding to be used to decongest the system. PNS suggested paediatric capacity should be reviewed also with a high number of patients <16yrs experiencing trolley waits during 2019 YTD.  SH confirmed that 120 projects had received funding under Slaintecare. PNS asked for an update on the location of elective only sites with SH confirming that a report on same was due by the end of the year. |
| 5. ED Taskforce Terms of Reference & Membership |  |
|  | Feedback sought on draft paper circulated in advance of the meeting. Suggestions from the Group included the possibility of hearing from a patient at each meeting, inclusion of personnel from Slaintecare and inclusion of HSE operational staff in the Taskforce membership.  All feedback and comments due by COB on 17th October 2019.  **Actions:**   1. **Feedback to be received by COB on 17th October 2019 – All.** |
| Summary Actions | 1. **Assurance to be sought from each ED ensuring adequate supplies of pillows and blankets – RM and SCB.** 2. **Update on waiting list protocols for patients currently on lists who present to ED – LW.** 3. **Feedback to be received by COB on 17th October 2019 – All.** |
| Next Meeting | Wednesday 20th November 2019 at 2pm.  Indigo Room, Dr Steevens’ Hospital |