

**Meeting:** National Crisis Management Team Meeting. **Meeting #14, COVID-19.**

**Date:** Friday 6th March 2020 @ 14:30pm.

**Attendance:**

**Member** - Paul Reid, CEO HSE; Anne O'Connor COO <sup>1</sup>; Dean Sullivan CSPO; Stephen Mulvany (by TC), CFO; Liam Woods, ND Acute operations; Paul Connors ND National Communications, Sean Bresnan, ND Procurement; Annemarie Hoey, ND Human Resources; Fran Thompson, Chief Information Officer; Martin Dunne, Director National Ambulance Service; Stephanie O'Keeffe, ND Strategic Planning and Transformation; Sarah McBride (for John Kelly, Head of Corporate Affairs); Tom McGuinness, AND National Emergency Management: Joe Ryan, ND National Services; Colm Henry, CCO; Siobhan McArdle (for David Walsh, Community Operations).

**Subject Matter Experts** –Ciaran Browne, Acute Operations; Dr David Hanlon; Dr Kevin Kelleher, AND; Public Health Dr John Cuddihy, HPSC; Anne Marie Part (by TC), AND Environmental Health.

**In Attendance** - Dr Trish Markham, National Emergency Management; Cahir O'Byrne National Emergency Management; Ronan Glynn, Department of Health; Amanda Prior, National Emergency Management.

**Apologies:** - David Walsh, ND Community Operations; Prof Colm Bergin.

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<sup>1</sup> TC = joined by Teleconference

Topic	Discussion	Action	Owner
1.			
<b><u>INTRODUCTION:</u></b>	<p>The Chief Executive Officer (CEO) opened the meeting and informed the group of the update to the board this morning re scaling up plans. The board passed compliments back to all staff involved.</p> <p>The CEO requested updates on the recognised current situation.</p> <p>The minutes of NCMT 13 were approved.</p>		
2.			
<b><u>ACTIONS UPDATES FROM PREVIOUS MEETING:</u></b>	<p>The CEO requested an update on actions arising from NCMT meeting at the following NCMT meeting scheduled for Monday at 15:30pm.</p>	<p>The action list will be updated as necessary to reflect actions remaining open/closed off on running action log.</p>	<p>HSE National Emergency Management – Cahir O’Byrne</p>
3.			
<b><u>IMO BOARDS:</u></b>	<p>The Information Management Boards were briefed to the group</p>	<p>Actions arising from IMO have been logged on action log.</p>	<p>HSE National Emergency Management – Cahir O’Byrne</p>
4.			
<b><u>PUBLIC HEALTH:</u></b>	<p>High demands continue to be placed on Public Health services nationally.</p>	<p>Community Operations to provide 3xSMO’s and 3xnurses to assist Public Health to carry out duties.</p>	<p>HSE Community Operations – Siobhan McArdle</p>

5.			
<b><u>NPHET:</u></b>	NPHET action list from 03/03/2020 was reviewed and updates on identified actions provided.		
6.			
<b><u>National HR</u></b>	<p>HR provided an update on Occupational Health and informed the meeting they are pulling together a report of persons retired in the last 2 years, by grade and skills.</p> <p>HR raised the issue that pension abatement may be an issue for retired persons.</p> <p>HR provided an update on training for nursing staff.</p> <p>HR asked that all areas identify clinical staff which are working in admin/management roles.</p> <p>NRS have up to 1000 staff in the recruitment process. This will be expedited.</p>		

	<p>HR are looking at staff on part-time hours to identify persons that might be able to increase hours.</p> <p>DoH are identifying persons with skills across civil service and public service.</p>		
7.			
<p><b><u>OPERATIONS</u></b></p>	<p><b><u>ACUTE OPERATIONS</u></b></p> <p>Acute Operations are holding competitions in order to bring agency staff into full time employment.</p> <p>Visiting restrictions were discussed. And a decision on this was deferred until 09/03/2020.</p> <p><b><u>NAS</u></b></p> <p>NAS informed the meeting that an [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] stated it would be beneficial to get footage of this.</p> <p>ND NAS emphasised the requirement for a Public Health Clinician in NEOC to assist with COVID19 incoming calls.</p>		

	<p><b><u>COMMUNITY OPERATIONS</u></b></p> <p>Community Operations agreed to provide 3xSMO's and 3xclinical staff immediately.</p> <p>Community Operations informed the meeting that Nursing Home Ireland have put a complete ban on visitors to private nursing homes.</p> <p>Community Operations to mobilise CHO staff into the call handling centre. CHO said the number to augment current staffing levels should be thirty, to cater for two extra shifts and extra admin staff.</p> <p><b><u>NATIONAL SERVICES:</u></b></p> <p>ND National Services will chair a meeting this evening to resolve issues around the display posters and their use of the 999/112 number.</p>	<p>Community Operations to link with PH regarding extra staff.</p>	<p>Community Operations – Siobhan McArdle.</p>
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8.			
<p><b><u>COMMUNICATIONS</u></b></p>	<p>Thursday media briefing will continue. RTÉ's live stream worked well.</p> <p>HSE will appear on the Late Late Show. The CEO, Paul Reid, will be accompanied by Dr Sarah Doyle who will give a demonstration on hand washing and respiratory etiquette.</p> <p>Communications will continue to work with HR on the provision of information to staff.</p> <p>The radio advert on COVID-19 was recorded 06/03/2020 and will air 09/03/2020.</p> <p>ND Communications highlighted that many public bodies and private companies have come forward with offers of support to the HSE. The CEO stated we should triage these offers carefully.</p>		

9.			
<p><b><u>PROCUREMENT:</u></b></p>	<p>ND Procurement informed the meeting that [REDACTED] had [REDACTED] of PPE products to the HSE.</p> <p>Procurement also updated on the market state.</p> <p>ND Procurement stated he will liaise with [REDACTED] on the provision of further PPE packs to general practitioners.</p>		<p>Procurement Communications Chief Information Officer</p>
10	<p>CFO briefed the meeting on the importance of tracking all costs incurred in the preparation planning and response in relation to COVID-19. He provided a briefing paper to the meeting - CEO asked NCMT members to review and consider it further at NCMT #15 09/03/2020.</p>		
<p><b>NEXT MEETINGS</b></p>	<p>The next meeting of the NCMT will be as follows  <b>NCMT #15 Monday 9th March @ 15:30pm Indigo Room Dr Steevens</b></p> <ul style="list-style-type: none"> <li>• NCMT #16 Friday 13<sup>th</sup> March 12 noon Dargan Building</li> </ul>		<p>HSE National Emergency Management – Cahir O’Byrne</p>