

Meeting of the Taskforce on Staffing and Skill Mix for Nursing – Phase II 17 th January 2016, 2 nd Floor Conference Room, Department of Health 2.00pm			
Meeting called by:	Dr. Siobhan O’ Halloran (SOH)	Type of meeting: Inaugural Phase II Emergency Care Settings Taskforce Steering Group Meeting.	
Invitees:	Dr Philippa Ryan Withero (PRW), Ms Sinead Lardnar (SL), Ms Bernie Stenson, Ms Phil Ni Sheaghdna, Dr Gary Courtney (GC), Dr Gerry McCarthy (GMcC), Professor Jonathan Drennan (JD), Ms. Marie Keane (MK), Ms Mary Wynne (MW), Professor Robert Crouch (RC), Mr Kevin Figgs (KF), Ms Edna Hoare (EH), Ms Ann Donovan (AD), Mr Stephen Mulvany, Mr Paddy Barrett (PB), Mr Greg Dempsey (GD), Ms Tracey Conroy (TC),		
Apologies	Professor Anne Scott (AS), Mr Kevin Figgis (KF)		
Purpose of the Meeting:		Inaugural meeting of the Phase II Taskforce on Staffing and Skill Mix for Nursing	
By the end of the meeting we will have:		Discussed and Agreed Topics	
Agenda Item	Whom	Key Decisions and Persons Responsible	Time
Welcome and Introduction	SOH & Group		5 mins
Presentation by Professor Jonathon Drennan on NICE Guidelines	JD		40 mins
Overview of Phase I Taskforce	PRW		10 mins
Terms of Reference	Group		5 mins
Membership	Group		10 mins
Conflict of Interests	SOH		5 mins
Schedule of meetings & administration	Group		10 mins
Communications - Newsletters	Group		5 mins
Supportive Research	PRW		10 mins
Date of next meeting s	Group		5 mins
Documents to be brought to the meeting; Nil – all documentation will be supplied			