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Minutes of Meeting of the Taskforce Steering Group Phase II Emergency Care Settings 2.00pm, 17 <sup>th</sup> January 2017 Department of Health (Conference Room 2 <sup>nd</sup> Floor)		
Meeting called by:	Dr. Siobhan O' Halloran (SOH) (Chair)	Type of meeting: Inaugural Phase II Emergency Care Settings Taskforce Steering Group Meeting.
Attendees:	Dr Philippa Ryan Withero (PRW), Ms Sinead Lardner (SL), Ms Phil Ni Sheaghda (PNS) Professor Jonathan Drennan (JD), Ms. Marie Keane (MK), Ms Mary Wynne (MW), Ms Edna Hoare (EH), Mr Paddy Barrett (PB), Ms Sarah Cooney (SC), Dr Gerry Mc Carthy (GMCC), Fiona Mc Daid (FMD)	
Teleconference:	Professor Robert Crouch (RC), Dr Gary Courtney (GC), Ms Margaret Gleeson (MG)	
Apologies:	Mr Kevin Figgis (KF), Ms Bernie Stenson, PJ Hattaway (PJH) Prof Anne Scott (AS)	
Purpose of the Meeting:	Inaugural meeting of the Taskforce Phase II	
Agenda Item	Whom	Discussion
Welcome	SOH	SOH welcomed members and thanked them for accepting the invitation to the Taskforce on Staffing and Skill Mix for Nursing Phase II. Each member of the group introduced themselves and their area of background. SOH gave an overview of the background of the Taskforce including that Phase I was now in its pilot implementation phase. All members had received background documentation on Taskforce and Skill Mix for Nursing Phase I – Med/Surg.
Presentation by Professor Jonathon Drennan on NICE Guidelines	JD	JD gave a presentation on Safe Nurse Staffing research that informed the development process for the NICE guidelines in Emergency Departments ( <i>copy attached</i> ). JD provided the group with the context of the report including the approach taken and definitions. JD gave an overview of a number of factors to be taken into consideration in determining ED nurse staffing, including outcomes, patient factors, staffing factors, environmental, organizational and the available toolkits. JD summarized the evidence as identifying a number of factors, however cautioned regarding the strength and lack of the evidence in some areas, such as economic evaluation and the impact of nurse staffing on direct patient outcomes. He advised that further research is necessary in relation to ED nurse staffing. MK queried whether ANPs were taken into account in the approach by NICE. JD advised they were not. RC stated the challenge in taking ANPs into account in the UK, is that there was a lack of agreed definition and scope. RC noted that now there are England wide agreed job/role/knowledge, skill and competencies developed that have a much broader scope for example care for both adult and children in the ED. There is also a new credentialing system for EMPs in the UK. JD agreed to forward the NICE guidelines for ED that were drafted. FMD noted the work completed by the EMP in relation to the model of care, ANP guidance, the escalation tool, along with the EMP Workforce Planning Toolkit. It was agreed by the group, that relevant documents/evidence to be forwarded to Emma Craven (CNO Office) for circulation to the wider group ahead of the next meeting.
Overview of Phase I of the Taskforce (Med/Surg)		PRW gave a presentation on an overarching approach to the Phase I work by the Taskforce. PRW gave the background to Phase I including the establishment of the taskforce, aims of the taskforce, approach that has been agreed and taken, PRW also noted that this phase is now in the implementation stage.
Terms of Reference	PRW	A general discussion on the terms of reference. It was noted and agreed to change the first point on the terms of reference to include national and international evidence. PNS commented on the timeframe for the development of the work, and the need to review with a view to shortening. This point was noted by SOH. MW remarked that an evidence based approach needed to be taken, similar to that in Phase I, due to the importance of the work, and the impact for services, and that this would take time to properly complete. SOH asked the group if there were other members that should be invited to join the group; GC queried whether there was a need for a member from primary care. SOH noted that the focus of the framework was ED nurse staffing and that primary care, whilst vital in the overall context, was related to the wider process issues rather than just nurse staffing. FMD queried the inclusion of ANP/ANP voice. There was discussion in relation to the work of the EMP in this regard with others suggesting that at a later stage ANP input could be elicited. It was agreed for the CNO office to take this away for action.
Conflict of Interest	PRW	PRW explained the details of the conflict of interest forms and gave an example of such. Forms were signed by those present and will be issued to members who could not attend and on teleconference to complete and return.

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Meeting Schedule	SOH	SOH suggested the group agree a schedule of meetings for the Taskforce. Thursday afternoon's as far as reasonably possible, were agreed as the preferred date. Monthly meetings were agreed as the frequency.
Communication	SOH	SOH noted the use of a Taskforce Newsletter in Phase I, and suggested a section on ED nurse Staffing be included on this newsletter, which was agreed. The group were advised on the current circulation list for the newsletter and asked to inform of any further organisations to circulate to in light of the focus on ED care settings. It was suggested at the meeting to add the SDU, Irish Association of Emergency Medicine, and Mr Damian Mc Callion.
Project Plan	SOH	PRW provided a high level overview of the project plan. SOH suggested that this be returned to at the next meeting, which was agreed.

Actions	
Item	Assigned to
Members to send documents relevant to nurse staffing in EDs to EC. EC to circulate all documents to the group ahead of the next meeting.	CNO Office
CNO office to action EMP/ANP membership for inclusion.	CNO Office
Group members asked to inform of any further organisations to circulate the newsletter to.	All group members