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Minutes of Meeting of the Taskforce on Staffing and Skill Mix for Nursing – Phase II 16th June 2017, Conference Room 227, Department of Health 2 pm		
Meeting called by:	Dr. Siobhan O' Halloran (SOH)	Type of meeting: Taskforce on Staffing and Skill Mix for Nursing – Phase II
Attendees:	Ms Sinead Lardner (SL), Dr Siobhan O'Halloran, Professor Anne Scott (AS), Professor Jonathan Drennan (PJD), Ms Mary Wynne (MW), Mr Paddy Barrett (PB), Mr J Logan (JL), Ms Susanna Byrne (SB), Ms Fiona McDaid (FMD), Ms Karolina Farrell (KFa)	
Presenters:	Ms Susanna Byrne (SB), Ms Sinead Lardner (SL)	
Teleconference:	Mr Kevin Figgis (KF), Ms Mary Gleeson (MG), Ms Raymonde O'Sullivan (ROS), Mr Richard Walsh (RW), Ms Phil Ni Sheaghda (PNS)	
Apologies:	Dr Philippa Ryan Withero, Professor Garry Courtney	
Purpose of the Meeting:	To obtain an agreement on draft assumptions	
Agenda Item	Whom	Discussion
Welcome	SOH	SOH welcomed those attending this meeting and those who joined the meeting by teleconference. Apologies were also noted. SOH stressed the importance on agreeing the draft assumptions in advance of the national consultations, which would begin on 20 <sup>th</sup> of June 2017.
Minutes from the last meeting	SHO + Group	The minutes from the last meeting were adopted, subject to one amendment.
Presentation: Developing an Emergency Department (ED) Nursing Workforce Planning Framework	SB	SB delivered a presentation on the development of the ED nursing workforce planning project. The objectives of the project were to create a review of the literature outlining evidence of best practice in ED workforce planning, to develop a toolkit for nurse managers to help determine appropriate utilisation of nursing and support staff within emergency settings and to design an outline of a training programme/workshop for staff to facilitate the implementation of the framework. SB stressed that the focus of the project was on the utilization of the present workforce and added that the framework was the product of genuine collaborative work and co-design of multiple key stakeholders across our Emergency Care and the healthcare services.
Discussion	SB + Group	The value of the data collected during the project was appreciated. It was agreed that the research work of the Taskforce on Staffing and Skill Mix for nursing can use the tools available within the ED Nursing Workforce Planning Framework to avoid repeating research and to build up on what's already there. MW pointed out the synergy between the two projects. SOH added that the Taskforce team will add tools and extend the scope of the earlier project. PSN asked if the research tools could be used to evaluate retention/ workforce planning. PJD added that retention will be the core part of his team's research.  SOH suggested that it would be beneficial to build on existing nursing intelligence across EDs which has been developed through recent workforce planning workshops and the workforce planning resource video to support the expansion of

		the pilot.
Presentation on the draft assumptions and discussion	SL + Group	[REDACTED]
Obtaining an agreement on draft assumptions		All three draft assumptions were agreed. SOH added that they could be discussed further after the completion of the consultation process.
Timeframe for consultations	SL	SL presented a timeframe for consultations and briefings. She added that there will be an option for feedback from consultations, which will be circulated before the next meeting together with a plan for action.
Date of next meeting	Group	To be decided.
Actions		
Item	Assigned to	
To circulate timeframe for consultations and briefings	CNO's Office	