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Minutes of Meeting of the Taskforce on Staffing and Skill Mix for Nursing – Phase II		
25 August 2017, Conference Room 942, Department of Health 2 pm		
Meeting called by:	Dr Philippa Ryan Withero (PRW)	Type of meeting: Taskforce on Staffing and Skill Mix for Nursing – Phase II
Attendees:	Ms Sharon Dwyer (SD), Mr Paddy Barrett (PB), Ms Mary Wynne (MW), Ms Anne Scott (AS), Ms Flona McDaid (FMD), Prof Rob Crouch (RC), Prof Jonathan Drennan (JD), Mr Tony Fitzpatrick (TF), Mr Kevin Figgis (KF), Mr Richard Walsh (RW), Ms Margaret Gleeson (MG), Mr Michael Murray (MM)	
Presenters:	Dr Philippa Ryan Withero (PRW)	
Teleconference:	Prof Garry Courtney (GC), Ms Raymonde O'Sullivan (ROS), Mr Gerry McCarthy (GMC)	
Apologies:	Dr Siobhan O'Halloran, Ms Sinead Lardner, Ms Edna Hoare, Mr Jamie Logan	
Purpose of the Meeting:	Phase II Emergency Care Settings Taskforce Steering Group Meeting	
Agenda Item	Whom	Discussion
Welcome	PRW	PRW welcomed those attending this meeting and those who joined the meeting by teleconference. Apologies were noted.
Minutes from the last meeting	PRW + Group	The minutes from the last meeting (13 July 2017) were adopted.
Safety CLUE approach Phase I	PRW	In regard to Action 1, PRW confirmed that an additional consultation session was held. She noted that 108 people attended these consultations, but the number of staff nurses attending was low. PRW mentioned the factors to consider, including isolation, high volume of work, ITC/ tipping point and safety CLUES. JD highlighted the need for consistency and further research. PRW stated that the next steps should be adjusting the Assumptions in the light of the feedback received and present it to the group. In regard to Action 2, PRW confirmed that the Safety CLUE document has been circulated. FMD stated that while essential tasks are being completed, other things are undone or delayed. There was discussion held around Safety Clue document. It was agreed that as part of the framework JD will discuss with experts in regard to additional Safety Clues specific to ED.
Research and evaluation including preliminary pre-test proposal	JD & RC	PRW informed the Group that the ONMSD is helping JD in the research and evaluation of the project. JD advised that the overview will be presented at the next meeting of the Group. Discussion centered on the potential options for acuity dependency measurement tool. JD and RC agreed that it would be necessary to review both tools in depth as both had issues relating to validity. On further discussion amongst the group it was agreed to form an Expert Consensus review group consisting of Taskforce members and clinical experts drawn from varying geographic locations and hospital types. Representation from Steering Group was PRW, JD, RC, FMD, BS, representation from ENIG was Pauline Moore and representation from the following hospitals – Our Lady of Lourdes, University Hospital Limerick, Midlands Regional Hospital Mullingar, Naas General Hospital and Mallow hospital. It was agreed that this group would review both tools and make a recommendation for consideration by the Steering Group.
Date of next meeting	Group	The next meeting was scheduled for the 26 th September 2017.
Item		Assigned to

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To prepare a on overview and evaluation of the research project	JD
To prepare a comparative overview of data collection tools	JD