

Meeting of the Taskforce on Staffing and Skill Mix for Nursing – Phase II 22 November 2017, Conference Room 942, Department of Health 2 pm			
Meeting called by:	Dr. Siobhan O’ Halloran (SOH)	Type of meeting: Phase II Emergency Care Settings Taskforce Steering Group Meeting.	
Invitees:	Dr Philippa Ryan Withero (PRW), Ms Sinead Lardner (SL), Ms Bernie Stenson (BS), Ms Phil Ni Sheaghdna (PNS), Professor Garry Courtney (GC), Dr Gerry McCarthy (GMcC), Professor Jonathan Drennan (JD), Ms Mary Wynne (MW), Professor Robert Crouch (RC), Mr Kevin Figgis (KF), Ms Edna Hoare (EH), Ms Margaret Gleeson (MG), Mr PJ Hathaway (PJH), Mr Paddy Barrett (PB), Professor Anne Scott (AS), Ms Susanna Byrne (SB), Ms Sharon Dwyer (SD), Mr Richard Walsh (RW), Mr Jamie Logan (JL), Ms Catherine Farrell, Ms Sarah Cooney, (SC), Ms Fiona McDaid (FMD), Ms Raymonde O’ Sullivan (ROS)		
Purpose of the Meeting:	Phase II Emergency Care Settings Taskforce Steering Group Meeting		
By the end of the meeting we will have:	Discussed the progress in relation to the research project and to compare data collection tools		
Agenda Item	Whom	Key Decisions and Persons Responsible	Time
Welcome	SOH		5mins
Review of Draft Minutes	Group		5mins
Update on draft Framework	PRW		10mins
Date of next meeting	Group		5mins
Documents to be brought to the meeting; Nil – all documentation will be supplied			