

Emergency Care Access Team (ECAT)

18th April 2013, Samuel Jordan Room

Attendees: John Adler (JA) Chair, Kevin Harris (KH), Ben Teasdale (BT), Pete Rabey (PR), Catherine Free (CF), Monica Harris (MH), Gill Staton (GS), Kerry Morgan (KM), Jane Edyvean (JE), Phil Walmsley (PW)

Apologies: Jez Tozer (JT)

Item/Area of improvement	Date action initiated	Action	Responsible person	Status
Delayed Transfer of Care	18.04.13	Meet with health partners about the future of community discharge services	PW	Completed 19.4.13
Delayed Transfer of Care	18.04.13	Access to Share Point database to be given to all medical matrons	PW	
Delayed Transfer of Care	18.04.13	Impact of CareHome Selection on End of Life patients to be shared, and expanded if appropriate	PW	
Inappropriate AED referrals	18.04.13	End of Life patients presenting inappropriately to AED and feedback to GP	BT	
Increase in capacity	18.04.13	Ward 19 to be kept for Acute Medicine, need for alternate plan for building works in Haematology	JT/PW	

Trust Board Paper Z1 Appendix 1

Increase in capacity	18.04.13	Explore possibility of Ward 4 at LGH as extra capacity	PW	
Increase in capacity	18.04.13	Examine possibility of accelerating the move of vascular surgery to GH	PW	
Increase in capacity	18.04.13	Linked to all potential ward opening, staffing assessment to be undertaken	Sue Mason (SM)	
Medical Wards Process	18.04.13	Nurse to be present on all morning board rounds	SM	
Medical Wards Process	18.04.13	To ensure RPC phase 2 scope covers all wards and whether work can be accelerated	PR	
Frail Elderly Unit	18.04.13	To set up a separate Frail Elderly Unit with increased capacity than previously-option appraisal on best location and number of beds	JE	
Acute Medical Units	18.04.13	Ensure all scheduled ward rounds are completed with focus on 08.00 round	CF	
Acute Medical Units	18.04.13	Enhance portering capacity throughout day	JE	
ED Majors	18.04.13	Standardise equipment in majors cubicles	JE/BT	
ED assessment bay	18.04.13	Look at mix of medical cover in assessment bay	BT, CF, TP	
ED assessment bay	18.04.13	No delays to capital works	JE	
Single Front Door	18.04.13	Project group to refine model of single front door and move to implementation asap.	MH	

Trust Board Paper Z1 Appendix 1

Ambulance delays	18.04.13	To work with Director of Operations for EMAS on all processes to reduce ambulance delays	JT	
Immediate staffing concerns	18.04.13	To meet with all ST6's to ensure them about future developments	JA, KH	
Facility redesign	18.04.13	Letter to all AED staff regarding the future developments with timescales	JA	
Listening Into Action	18.04.13	AED to be early area for the rollout of LIA	JA	
Listening into Action	18.04.13	Facilitated time out for AED consultants	CF and Kate Bradley (KB)	
Risk Assessment	18.04.13	Risk assessment from QAC to go the CCG's	JA	

Jon Bennett (JB), Tim Petersen (TP) and Miriam Farr (MF) to be invited to future meetings. Other specialist teams to be invited as agenda dictates.

Date of next meeting Friday 26th April where status of each action will be updated. Meetings will be then held weekly.