

Action Plan for Winter 2019/20

Ref.	Action	Timescales	Lead/s	Financial Cost / Status
1.	<p>Communication Between Partners & Escalation</p> <p>I. Partnerships, Acute sector and other departments along with Partners to test winter/business continuity plans</p> <p>II. Daily Cross System Huddles chaired by senior decision maker and include all partners to be held.</p> <p>III. Real-time reporting of critical incidents to partners as per agreed protocols.</p> <p>IV. All partners contribute to/inform the submission of exception reports to the Scottish Government.</p>	<p>During September 2019</p> <p>Ongoing – meet daily</p> <p>Ongoing</p> <p>Ongoing</p>	<p>HSCM Civil Contingencies Group</p> <p>Group in place</p> <p>Chief Officer</p> <p>Chief Officer</p>	<p>Via existing resources</p> <p>Via existing resources</p> <p>Via existing resources</p> <p>Via existing resources</p>
2.	<p>Joint Working and Integration</p> <p>I. Regular meetings involving Partnerships, Acute sector and NHS Grampian to prioritise system issues.</p>	<p>Ongoing - weekly meeting in place</p>	<p>NHSG Senior Leadership Team</p>	<p>Via existing resources</p>
3.	<p>Anticipatory Demand and Prevention</p> <p>I. To facilitate managing patients at home.</p> <p>II. Promoting flu vaccination for all staff and aim to achieve 50% uptake of front line staff.</p> <p>III. Anticipatory Care Plans are reviewed ahead of winter period.</p>	<p>Ongoing</p> <p>From October 2019</p> <p>November 2019</p>	<p>HSCM Senior Leadership Group</p> <p>NHSG Senior Leadership Team / HSCM Senior Leadership Group</p> <p>HSCM Senior Leadership Group</p>	<p>Via existing resources</p> <p>Via existing resources</p> <p>Via existing resources</p>
4.	<p>Planned Healthcare Capacity and Activity</p> <p>I. Surge Capacity Plans (mix of beds configured) in place for additional staffed beds in acute and community hospital sites.</p> <p>II. Flu vaccinations programme arranged for Local Authority emergency road maintenance personnel e.g. gritter staff.</p>	<p>September 2019</p> <p>October 2019</p>	<p>A Smart / B Thatcher</p> <p>C Power / M Atherton</p>	<p>Via existing resources</p> <p>Via existing resources</p>
5.	<p>Unscheduled Care Capacity and Demand</p> <p>I. Robust Winter Plan, which reflects predicted demand, are agreed and tested.</p>	<p>Workshops – November 2019?</p> <p>November 2019</p>	<p>A Pattinson / S Coady</p>	<p>Via existing resources</p>

APPENDIX 1

	<p>II. Agree actions from test of Winter Plan.</p> <p>III. Minimising delayed discharges by reducing the number prior to winter.</p> <p>IV. Increase capacity for Discharge Coordinator role (for 6 months) and alignment to Hospital Discharge Team.</p> <p>V. Surge capacity plans agreed and in place.</p> <p>VI. Rotas, across the local health and social care system are in place.</p> <p>VII. Short term project for unscheduled short stay beds (intermediate care bed facility) at Loxa Court (to be reviewed).</p>	<p>Ongoing</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>November 2019</p> <p>Mid December 2019</p>	<p>A Pattinson / S Coady</p> <p>A Pattinson / S Coady</p> <p>A Pattinson / S Coady</p> <p>A Smart / B Thatcher</p> <p>A Pattinson / S Coady</p> <p>S Coady / L Attridge</p>	<p>Via existing resources</p> <p>Via existing resources</p> <p>Via SG Winter Fund Allocation</p> <p>Via existing resources</p> <p>Via existing resources</p> <p>Via SG Winter Fund Allocation</p>
6.	<p>Infection Control</p> <p>I. Ensure standards are being met.</p> <p>II. Monitor hand hygiene performance in community and Dr Gray's Hospital.</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Service Managers</p> <p>A Smart / B Thatcher</p>	<p>Via existing resources</p> <p>Via existing resources</p>
7.	<p>Business Continuity Plans</p> <p>I. Critical functions identified and prioritisation of services/functions agreed.</p>	<p>November 2019</p>	<p>HSCM Senior Leadership Group</p>	<p>Via existing resources</p>