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**REPORT TO: MORAY INTEGRATION JOINT BOARD ON 28 NOVEMBER 2019**

**SUBJECT: MORAY SURGE PLAN WITH WINTER ROTAS 2019/20**

**BY: ISLA WHYTE, INTERIM SUPPORT MANAGER**

## **1. REASON FOR REPORT**

- 1.1. To inform the Board of the Health and Social Care Moray, Dr Gray's Hospital and GMED Winter/Surge Plans for 2019/20.

## **2. RECOMMENDATION**

- 2.1. It is recommended that the Moray Integration Joint Board (MIJB) considers and notes:

- i) that Health and Social Care Moray (HSCM), Dr Gray's Hospital and GMED (the NHS out of hours service) have robust and deliverable plans in place to manage the pressures of surge at any time of the year including the festive period; and
- ii) that the Moray Surge Plan 2019/20 will be sent to NHS Grampian for inclusion in the Grampian Health and Social Care Winter (Surge) Plan, which in turn will be submitted to the Scottish Government

## **3. BACKGROUND**

- 3.1. Surge planning is a critical part of operational business to ensure business continuity during a potentially pressured time of the year.
- 3.2. In reviewing and updating Moray's Surge Plan, HSCM and Dr Gray's Hospital take part in Grampian's year-round planning cycle and participate in joint planning, table top exercises and debrief exercises.
- 3.3. Services are requested to review their business continuity plans annually and review prioritisation of critical functions.
- 3.4. Regular cross system meetings are held to learn from previous experience and ensure progress against the Grampian wide action plan.

- 3.5. *6 Essential Actions to Improve Unscheduled Care* is a national programme which continually seeks to share best practice and engage partners across NHS Scotland to deliver sustainable improvement to deliver unscheduled care target and compliance with national standard. Across Grampian there are 3 priority areas of focus for unscheduled care which are reflected in Moray's Surge Plan; these are escalation, admission avoidance and discharge planning

#### **4. KEY MATTERS RELEVANT TO RECOMMENDATION**

- 4.1. Historically system pressure tended to be over the festive period and into January when there was increased requirement to admit people into hospital or to provide care to people within their own homes. This increase was as a result of the holiday period, GP surgeries being closed and the increase in demand caused by seasonal increase in respiratory illnesses.
- 4.2. Analysis of rates of admissions and discharges to Dr Gray's Hospital has demonstrated that this year activity has not changed significantly when comparing the summer months to winter.
- 4.3. The Moray Surge Plan is developing to ensure Moray is as prepared as possible for the coming winter period and any surge in activity throughout the year in order to minimise any potential disruption to services. It provides staff with key pieces of information and contacts, as summarised below:
- Processes / systems in place to prevent inappropriate admissions to hospital.
  - Discharge planning processes to manage and support safe and timely discharge of patient care out of hospital.
  - Information and escalation process for GMED.
  - Transport options and details of how to book.
  - Staff and public communication ie flu management and prevention, weather warnings and messages to be communicated to the public.
  - Accommodation options within the community and criteria for admission.
  - Dr Gray's Hospital surge plans and standard operating procedures.
  - Specific contact information for services over festive period.
  - Festive rotas.
- 4.4. A Moray Sector Winter Plan Scenario Exercise was held on 27 September 2019. This exercise focussed purely on the Moray Surge Plan. Any learning from this exercise has been incorporated into the current draft plan. The action plan (attached at **APPENDIX 1**) sets out ongoing actions and new areas of focus for this year.
- 4.5. Over the next year HSCM will be aligning the plan more closely with the Major Incident Plan (Dr Gray's Hospital) and HSCM Business Continuity Plan (BCP) to ensure a one system approach. The Moray Surge Plan would then be used throughout the year. HSCM will still review and exercise the plan annually in line with the process required for NHS winter planning submission to the Scottish Government.
- 4.6. Ongoing review of the overall Grampian Health and Social Care Winter (Surge) Plan by the 3 Chief Officers across Grampian will take place using weekly

monitoring data and weekly data returns will be sent to Scottish Government Health Directorate (SGHD).

## **5. SUMMARY OF IMPLICATIONS**

### **(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP)) and Moray Integration Joint Board Strategic Commissioning Plan 2016 – 2019**

HSCM, Dr Gray's Hospital and GMED Surge Plans for 2019/20 are aligned with the national and locally agreed priorities as well as the National Health and Wellbeing outcomes.

### **(b) Policy and Legal**

None arising directly from this report.

### **(c) Financial implications**

There are no immediate financial implications arising from this report. The Scottish Government has provided an allocation of funding to NHS Grampian to support winter pressures that might be faced during 2019/20. From that, £65,000 has been allocated to MIJB for temporary additional capacity for discharge co-ordination at Dr Grays and for unscheduled short stay beds at Loxa Court.

### **(d) Risk Implications and Mitigation**

Any risks relating to the surge plans will be considered and recorded on the Strategic Risk Register and escalated where appropriate.

### **(e) Staffing Implications**

None arising directly from this report, however staffing is of significant relevance throughout this period as winter ailments will also affect staff. Staff levels will be under constant review and actions taken as appropriate to mitigate risk. Each year staff are offered the flu vaccination to help reduce the risk of catching the infection at work.

### **(f) Property**

None directly arising from this report. However, HSCM is mindful of the impact of property issues over the winter period i.e. access due to weather. Contingency plans are in place to mitigate risk.

### **(g) Equalities/Socio Economic Impact**

An Equalities Impact Assessment is not required as there are no changes to policy as a direct result of this report.

### **(h) Consultations**

Consultation on this report has taken place with the following staff who are in agreement with the content in relation to their area of responsibility:

- Brydie Thatcher, Medical and Unscheduled Care Manager, Dr Gray's Hospital
- Jeanette Netherwood, Corporate Manager, HSCM
- Chief Officer, MIJB
- Chief Financial Officer, MIJB
- Caroline Howie, Committee Services Officer, Moray Council

## **6. CONCLUSION**

**6.1. The HSCM have worked closely with all key stakeholders under the guidance of NHS Grampian to establish local plans in line with national guidance and good practice.**

Author of Report: Isla Whyte, Interim Support Manager

Background Papers: with author

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