

	Action	Date to be Completed by	Accountable Director	Cost Implication £
1.	Complete training of Nurses currently based at PCECs to enable them to treat and discharge patients autonomously. A Governance plan is in preparation.	Mid-November 2007	Director South CHP	Nil
2.	Roll out Wishaw Pilot to enable nurses to see and treat using the streaming tool to Monklands and Hairmyres Accident & Emergency (A&E) Departments. Provide training to A & E Receptionists.	Mid-November 2007	Director of Acute Services	10k
3.	Develop Patient Group Directions (PGD) for Nurses	Mid-November 2007	Director South CHP	Nil
4.	Identify vulnerable patients through SPARRA data to be shared with Locality General Managers who will ensure discussion with Community Nursing staff in all localities. This will facilitate proactive visits to patients. (This work will be facilitated via the Locality Planning Groups for Older People.) Complete work to identify those patients with care packages when they enter the acute system.	Early December 2007	Directors, North and South CHP	90k available to support additional nursing time and so forth
5.	Issue service pro forma to GPs to enable them to identify those patients in the following categories: <ul style="list-style-type: none"> ➤ Palliative Care ➤ Acutely ill over last 24hrs ➤ Care Home residents Patients will as appropriate be contacted by telephone/ home visit to avoid admission	Early December 2007	Director South CHP	Nil

6.	Renew/extend OOH Cars Contract to include fitting of Adastra kit to cars Order/rent Spare Cars for additional doctor's use over the festive period.	Early-December 2007	Director South CHP	Cost Neutral
7.	Ask all GP practices to update patient special notes for Adastra	Mid-December 2007	Director South CHP	Nil
8.	Confirm that OOH Centre has: <ul style="list-style-type: none"> ➤ Appropriate level of stationery supplies, prescription pads, fax rolls etc ➤ Access to equipment in treatment rooms (obtain if not available) ➤ Supply of drugs to PCECs 	Early December 2007	Director South CHP	Within Existing Budgets
9.	Introduce GP spotters in their respective localities to provide appropriate information on agreed pro forma e.g. Cluster of flu symptoms, viral infections etc	Early December 2007	Lead GPs	Nil
10.	Recruit Clinical Support workers	Mid-November 2007	Directors North and South CHP	10k
11.	Recruit Community Psychiatric Nurses.	Early November 2007	Directors North and South CHP	5k
12.	Recruit Pharmacy Triage Staff.	Early November 2007	Director South CHP	5k
13.	Confirm availability of LTC nurses during the evening period on agreed dates to facilitate hospital discharge process.	Mid-November 2007	Directors North and South CHP	Included as per action 4
14.	Confirm alternative community service provision during festive period Agree with NHS24 on payment for Pharmacy and GP triage Implement programme of daily information capture and reporting of information to command and control centre.	Early November 2007	Directors North and South CHP	Nil Up to £80k

15.	Confirm Community Pharmacy festive rota to ensure cover /arrangements for <ul style="list-style-type: none"> ➤ Urgent Supply PGD (Patient Group Directions) ➤ Professional to Professional line ➤ Minor Ailment Service 	Early December 2007	Director South CHP	Nil
16.	Establish Command and Control Centre with appropriate communication resources. <ul style="list-style-type: none"> ➤ Agree format of information to be submitted and how to disseminate 	Late-November 2007	Director of Acute Services: Directors North and South CHP	Nil
17.	Establish single management rota for NHS Lanarkshire to be shared with Partner Agencies.	Mid-November 2007	Director of Acute Services: Directors north and South CHP	Nil
18.	Confirm Local Authority programme for completion of community care assessments and access to care home places and home care resources with an escalation process to respond to any delays during the festive period	Late-November 2007	Head of Older Peoples Services, NLC and SLC	20K
19.	Confirm access arrangements to joint equipment store to obtain supplies of home loan equipment during the festive period (to include temporary locality stores to be accessible at weekends and on public holidays).	End November 2007	Directors North and South CHP: Heads of Older Peoples Services NLC and SLC	(included in 18 above)
20.	Maximise use of available beds in Community Hospitals over the winter planning period.	December 2007/January 2008	Director of Acute Services: Directors North and South CHP	Within existing budgets
21.	Communicate with all staff regarding the implications of the winter plan including escalation process. Remind staff of existing escalation processes.	Early December 2007	Head of Comms	Nil

22.	Convene a table top exercise of staff from NHS Lanarkshire and Partner Agencies to participate in a practical application of the winter plan	Early December 2007	Director of Acute Services: Directors North and South CHP	Nil
23.	Circulate details of the winter plan through leaflets, staff briefings and the 'Pulse'. Utilise Local Authority newspapers to increase awareness of the winter plan amongst local authority staff and the general public.	November/December 2007	Head of Comms	5K
24.	Increase the working hours of the discharge team on each acute hospital site on each weekday with the introduction of seven day working.	December 2007/January 2008	Director of Acute Services	80K
25.	Increase post receiving ward rounds in each acute hospital with an increase in medical, AHP and nursing resource.	December 2007/January 2008	Director of Acute Services	40K
26.	Increase imaging slots (particularly CT and Ultrasound) on each acute hospital site during weekdays.	December 2007/January 2008	Director of Acute Services	20K
27.	Introduce additional weekend resource in pharmacy, laboratories, allied health professionals, infection control and support services staff.	December 2007/January 2008	Director of Acute Services	50K
28.	Identify alternative service options to any anticipated shortfall in transport resource provided by Scottish Ambulance Service	December 2007/January 2008	Directors North and South CHP	15K
29.	Introduce arrangement whereby discharge team will receive all calls from General Practitioners.	December 2007/January 2008	Director of Acute Services	Nil
30.	Review the status of each inpatient on a daily basis	December 2007/January 2008	Director of Acute Services	10K
31.	Maximise use of all beds available to acute division including off site beds.	December 2007/January 2008	Director of Acute Services	Nil
32.	Agree the inpatient/day case elective programme for January 2008	November 2007	Director of Acute Services	Nil

33.	Extend the operating hours of day surgery.	January 2008	Director of Acute Services	10K
34.	Confirm with Partner Agencies the maximum number of delayed discharge patients and Adults with Incapacity that should occupy hospital beds and if exceeded the escalation plan to address.	November 2007	Director of Acute Services: Head of Older Peoples Services NLC and SLC	Nil
35.	Complete and evaluate the audit of the predictive data analysis and from the findings complete and agree the activity/risk pro forma. Implement and monitor predictive data analysis findings	Early November 2007	Director of Acute Services	Nil
36.	Access beds at Park Springs Care Centre and other surge inpatient resources.	As demand requires	To Be Confirmed (As required)	
37.	Evaluate implementation of winter plan by Partner Agencies	February 2008/March 2008	Director of Acute Services: Directors North and South CHP: Heads of Service Older Peoples Services NLC and SLC	