

Week commencing 1.09.14

Standards expected for Closure of CMH ED

The following standards/expectations will be put in place from the 1st September to provide the best possible scenario for the Trust prior to the closure of the Emergency department at CMH at 7pm on the 10th September 2014

Key Deliverable by Monday 8th September:

- ✓ NPH 40 beds -20 empty beds, 20 beds commissioned on Carroll Ward
- ✓ CMH 10 empty beds
- ✓ To have less than 6 delayed discharges across the site

Beds - the aim is to have the following beds on Monday.8th September

- NPH 40 beds – 20 empty bed & opening 20 beds opening on Carroll
- CMH 10 empty beds on Roundwood to accommodate the closure of ACU

Management – “Silver Control” in operation to ensure senior support on both sites -3.09.14-30.09.14

- On call managers & executive rota planned
- All senior managers to provide details of their availability over this period
- DGM/Senior nurse/Continuing care/Social Service rep in situ in site office for “silver control”
- Back to the floor from Wednesday 3rd -5th September. All non-urgent meetings to be cancelled, Managers to support the wards with discharge process
- CDs on site to ensure all patients receive a senior review Week 3rd -5th September

Discharge and Management plans- all patients to have management and discharge plans

- Review of all medical/surgical teams commitments for week commencing 8th September so all patients are seen by a consultant with clear management plans in the patient notes.
- Consultants available for ward rounds week 8th-12th September
- Review of all divisions OPD commitments Wednesday 3rd -Friday 5th September to ensure patients have a full review.
- Discharge lounge to extend opening hours from Wednesday 3 - Friday 5th September and open weekend 6th/7th September

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker and TTA's to be written up for patient able to be discharged over weekend 6th/7th September
- Discharge bundles to be completed by 4pm for the AAU handover meeting Friday 5th September.

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy- All tests and investigations requested week commencing 1st September to be cleared by Monday 8th September

- Additional lists to be arranged for CT,USS, Cardiology Tests, Endoscopy weekend 6th/7th September
- no backlog of investigations -Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 8th September

Infection Control-

- Names of staff on call weekend 6th/7th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 1st September to be completed Monday 8th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 8th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 6th/7th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 6th/7th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 8th September

- To have those patients requiring end of life care placed in the most appropriate bed
- List of all patients on the pathway to be brought down to site office by 4pm Friday 5th September

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 5th-8th September
- Allocation of senior staff to support wards – Transport rota to be agreed by Thursday 4th September

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

- Extend opening hours of pharmacy at weekend.

Monday 8th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ NPH- 40 beds -20 empty beds & Carroll ward opens with 20 beds
- ✓ CMH –10 empty beds- ACDU closed in CMH ED and patients transferred to Roundwood under care of ED consultant
- ✓ To have less than 6 delayed discharges across the sites
- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard

Beds - the aim is to have the following beds on Monday.8th September

- NPH 40 beds – 20 empty bed & opening 20 beds opening on Carroll
- CMH 10 empty beds on Roundwood to accommodate the closure of ACDU

Management – Silver Control in operation to ensure senior support on both sites

- On call managers & executive rota planned
- All senior managers to provide details of their availability over this period
- DGM/Senior nurse/Continuing care/Social Service rep in situ in site office for “silver control”
- Back to the floor from 8th-12th September. All non-urgent meetings to be cancelled, Managers to support the wards with discharge process
- CDs on site to ensure all patients receive a senior review Week 8th-12th September

Discharge and Management plans- all patients to have management and discharge plans

- Review of all medical/surgical team’s commitments for week commencing 8th September so all patients are seen by a consultant with clear management plans in the patient notes.
- Consultants available for ward rounds week 8th-12th September
- Review of all divisions OPD commitments week 8-12th September to ensure patients have a full review.
- Discharge lounge to extend opening hours from 8-12th September & weekend 13th/14th September

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy- All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- no backlog of investigations-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 13th/14th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 13th/14th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

Tuesday 9th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ **No GP Divert to CMH**
- ✓ **To have less than 6 delayed discharges across the sites**
- ✓ **Daily KPI closure scorecard**
- ✓ **Transfer 3-4 patients daily to Gladstone suite**

Beds - the aim is to have the 10 empty beds on 9.09.14

Management – Silver Control in operation to ensure senior support on both sites

Discharge and Management plans- all patients to have management and discharge plans

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker.

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy- All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- No backlog to tests-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

Wednesday 10th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ Remaining ACUDU patients on Roundwood transferred to care of medics
- ✓ 24/7 site practitioner cover at CMH reinstated.
- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ To have less than 6 delayed discharges across the sites
- ✓ Emergency Department CMH closed at 7pm
- ✓ Silver control confirms closure with UCC at CMH & NPH
- ✓ Daily KPI closure dashboard
- ✓ Internal signage in place
- ✓ External signage in place

Beds - the aim is to have the 10 empty beds on 10.09.14

Management – Silver Control in operation to ensure senior support on both sites

Discharge and Management plans- all patient to have management and discharge plans

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy- All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- No backlog to tests-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day

- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 13th/14th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 13th/14th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

Thursday 11th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ ED staff transferred to NPH in line with consultation outcome
- ✓ Roundwood ward closed to admissions. Beds to close as patients are discharged
- ✓ CCU –bed closure as patients are discharged
- ✓ To have less than 6 delayed discharges across the sites
- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard

Beds - the aim is to have the 10 empty beds 11.09.14

Management – Silver Control in operation to ensure senior support on both sites

Discharge and Management plans- all patients to have management and discharge plans

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy - All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- No backlog to tests-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 13th/14th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 13th/14th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

Friday 12th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ Decant & reduce capacity on Roundwood on patient discharge
- ✓ CCU- bed closures as patients are discharged
- ✓ To have less than 6 delayed discharges across the sites
- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard

Beds - the aim is to have the 100 discharges 12.09.14

Management – Silver Control in operation to ensure senior support on both sites

Discharge and Management plans- all patients to have management and discharge plans

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker and TTA's to be written up for patient able to be discharged over weekend 13th/14th September
- Discharge bundles to be completed by 4pm for the AAU handover meeting Friday 12th September.

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy- All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- Additional lists to be arranged for CT,USS, Cardiology Tests, Endoscopy weekend 13th/14th September
- No back log for tests-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Infection Control-

- Names of staff on call weekend 13th/14th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 13th/14th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 13th/14th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed
- List of all patients on the pathway to be brought down to site office by 4pm Friday 12th September

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards.

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

Saturday 13th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ Decant & reduce capacity on Roundwood on patient discharge
- ✓ CCU- bed closures as patients are discharged
- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ To have no more than 6 delayed discharges across the sites
- ✓ Daily KPI closure scorecard

Beds - the aim is to have the 50 discharges on 13.09.14

Management – Silver Control in operation to ensure senior support on both sites

Discharge and Management plans- all patients to have management and discharge plans

- Discharge lounge open 13th/14th September

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker and TTA's to be written up for patient able to be discharged over weekend 13th/14th September
- Discharge bundles to be completed by 4pm for the AAU handover meeting Friday 12th September.

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & - All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- Additional lists to be arranged for CT,USS, Cardiology Tests, Endoscopy weekend 13th/14th September
- No back log for tests-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Infection Control-

- Names of staff on call weekend 13th/14th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 13th/14th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 13th/14th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed
- List of all patients on the pathway to be brought down to site office by 4pm Friday 12th September

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards.

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

- Extended Opening hours of pharmacy weekend, 13th/14th September

Sunday 14th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ Decant & reduce capacity on Roundwood on patient discharge
- ✓ CCU- close beds as patients are discharged
- ✓ To have no more than 6 delayed discharges across the sites
- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard

Beds - the aim is to have the greater than 40 discharges on 14.09.14

Management – Silver Control in operation to ensure senior support on both sites

Discharge and Management plans- all patients to have management and discharge plans

- Discharge lounge open 13th/14th September

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker and TTA's to be written up for patient able to be discharged over weekend 13th/14th September
- Discharge bundles to be completed by 4pm for the AAU handover meeting Friday 12th September.

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology & Endoscopy- All tests and investigations requested week commencing 8th September to be cleared by Monday 15th September

- Additional lists to be arranged for CT,USS, Cardiology Tests, Endoscopy weekend 13th/14th September
- No back log for tests-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 8th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 15th September

Infection Control-

- Names of staff on call weekend 13th/14th September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 8th September to be completed Monday 15th September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 15th September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 13th/14th September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 13th/14th September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 15th September

- To have those patients requiring end of life care placed in the most appropriate bed
- List of all patients on the pathway to be brought down to site office by 4pm Friday 12th September

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 8th-12th September
- Allocation of senior staff to support wards.

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

- Extended opening hours of pharmacy at weekend 13th/14th September

Week commencing Monday 15th September 2014

Standards expected for Closure of CMH ED

Key Deliverable

- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard
- ✓ To have no more than 6 delayed discharges across the sites
- ✓ Review & decision in respect of weekend Silver control- 17.09.14
- ✓ Decant & reduce capacity on Roundwood/CCU on patient discharge-review closure date 30th September – 17.09.14

Beds - the aim is to have the 10 empty beds and no patients awaiting a bed in A&E on Monday 15th September

Management – Silver Control in operation to ensure senior support on both sites -

- On call managers & executive rota planned
- All senior managers to provide details of their availability over this period
- DGM/Senior nurse/Continuing care/Social Service rep in situ in site office for “silver control”
- Back to the floor from 15-19th September. All non-urgent meetings to be cancelled, Managers to support the wards with discharge process
- CDs on site to ensure all patients receive a senior review Week 15th-19th September

Discharge and Management plans- all patients to have management and discharge plans

- Review of all medical/surgical team’s commitments for week commencing 8th September so all patients are seen by a consultant with clear management plans in the patient notes.
- Consultants available for ward rounds week 15th-19th September
- Review of all divisions OPD commitments week 15th -19th September to ensure patients have a full review.
- Discharge lounge to extend opening hours from 15th-19th September and open weekend 20th/21st September

Ward/Board Rounds –

- All inpatients to be seen by a Consultant or Senior decision maker and TTA’s to be written up for patient able to be discharged over weekend 20th/21st September
- Discharge bundles to be completed by 4pm for the AAU handover meeting Friday 19th September.

Staffing- All ward rotas completed

- All rotas to be checked and all vacancies to be filled-any gaps to be escalated and action taken

Tests & investigations –Cardiology, Radiology &Endoscopy - All tests and investigations requested week commencing 15th September to be cleared by Monday 22th September

- Additional lists to be arranged for CT,USS, Cardiology Tests, Endoscopy weekend 20th/21st September
- No backlog of investigations-Service managers to support wards in gathering and expediting all tests

CEPOD –no patients waiting longer than 12 hours for emergency surgery week commencing 15th September

- Additional CEPOD lists if waiting list exceeds 5 patients.

Social Services - No patients to be waiting for social services package by Monday 22nd September

Infection Control-

- Names of staff on call weekend 20th/21st September

Linen supplies-

- Extra supplies of linen on site and location

Occupational Therapy - To have no delays with home visits,

- All home visits requested week commencing 15th^t September to be completed Monday 22nd September.

Paeds contingency

- Bed capacity contingency, escalation beds and staffing to be confirmed

NHS Harrow & NHS Brent CCGs- To have no patients waiting for intermediate care / rehabilitation beds by Monday 22nd September –

- Daily teleconference with input from Willesden, Denham, Mount Vernon. Names of reps from CCG taking part on each day
- Plans for transfer of patients to Willesden, Denham and Mount Vernon over the weekend 20th/21st September to be shared with trust.

STARRS / HART – To have all arrangements in place for planned discharges over the weekend 20th/21st September

- Extra rounds of the wards to assess those patients that could be discharged with support

End Of Life Care – All patients to be transferred if possible to Hospice or home care prior to 22nd September

- To have those patients requiring end of life care placed in the most appropriate bed
- List of all patients on the pathway to be brought down to site office by 4pm Friday 19th September

Transport – To have no delays due to transport or ward delay issues.

- Additional support to be in place to support the predicted number of discharges between 15th-19th September

- Allocation of senior staff to support wards

Maternity To ensure that all patients have prompt investigations

- Contingency plans for staffing level, surge of activity
- Matron on call rota to be confirmed
- Patients to have prompt investigations

Pharmacy - To have no patients waiting for TTAs

- Extended opening hours of pharmacy at weekend 20th/21st September

Week commencing Monday 22nd September 2014

Key Deliverable

- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard
- ✓ To have no more than 6 delayed discharges across the sites
- ✓ Review & decision in respect of weekend Silver control- 24.09.14
- ✓ Decant & reduce capacity on Roundwood/CCU on patient discharge-review closure date 30th September – 24.09.14

Silver Control standards in place as week commencing 15th September 2014

Week commencing Monday 29nd September 2014

Key Deliverable

- ✓ Transfer 3-4 patients daily to Gladstone suite
- ✓ Daily KPI closure scorecard
- ✓ To have no more than 6 delayed discharges across the sites
- ✓ Any remaining patients on Roundwood /CCU to be transferred on 30th September 2014
- ✓ Silver control stopped 30th September
- ✓ Roundwood & CCU areas closed and secured 30.09.14
- ✓ Staff transferred to agreed area in line with consultation outcome.