



Appendix 3

BSUH System Delayed Transfer of Care Summit

Actions

Date: Tuesday 21st August 2018

Time: 2-3.30pm

Location: Room 135, Hove Town Hall

Aim of the summit: to agree key actions and working principles to deliver and sustain a step change in the DTOC levels

Patient choice	Lead/s	When by	Key measure of success
All patients on current DTOC list delayed due patient choice to have escalation plans in place to address this by Friday	PL	24 th August	Reduction of DTOC due to patient choice at acute, community and mental health settings. To be reported <ul style="list-style-type: none"> • Weekly unvalidated • Monthly published
To move patients to interim beds and address onward movement (place without prejudice)	MG/SM/GR/KH/CG	1 st September	
To draft a Joint letter from all CEO/AO to enable patient choice conversations	KJ	28 th August	
To ensure all patients are informed of the Lets Get	MG/SM/SA	24 th August	

You Home from point of admission			
To implement Let's Get you Home Campaign	WC	1 ST September	
Over 7day Medically Ready for Discharge			
Senior Clinicians to review all patients medically ready for discharge	MG	24 th August	Reduction in the number on Medically Ready for Discharge list
Bed capacity			
SCFT to present a business proposal Optimise all SCFT beds with permanent substantive staffing. Enablers agreed nomination rights between BSUH/SCFT. Joint accountability (Number of beds TBC)	SM/PL/MG	4 th September	Reduction in the number of patients delay due to NHS non-acute reasons, CHC, Housing Reduction in 7day and 21day Length of Stay
Reprofile local authority beds to ensure increased occupancy to be in place by the end of October 2018 (Number of additional beds 7)	GR/LB	4 th September	
Partnership model to enable the utilisation of Lindridge and explore Brunswick ward (Number of beds 15)	MG/PL/SA	4 th September	
Spot purchasing of beds around PRH (Number of beds 10)	KH/CG	4 th September	
To explore the use of the Independent sector	GR/KH/CG	4 th September	
Working principles			
Single point of nomination to access beds in the community	SM/SA/GR/KH/CG	1 st October	Improvement in bed occupancy/utilisation of all community beds
Robust implementation of 7 day working – gap	KJ	4 th September	Increase in the number of weekend



analysis all partners current resources and plans			discharges at PRH and RSCH. To be reported weekly unvalidated
To circulate the escalation policy – clarify escalation points in and out of hours	KJ	22 nd August	Expectations , roles & responsibilities clarified, and calls to be about clear escalated actions
To review escalation policy – timely decision making	MG/SM/SA/GR/KH/CG	4 th September	Clarity around roles and responsibilities for escalation processes and timeframes across the system
Implementation of discharge to assess in community to include all CHC patients and housing needs	KJ/ GR/KH/CG	1 st October	Reduction in delays due to CHC-Housing to be reported weekly
Care capacity			
Analysis to understand care capacity gaps	LB	4 th September	
To address capacity gaps	GR/KH/CG	4 th September	Reduction Awaiting Care Package in Own Home at acute, community and mental health setting
Mental health			
Working with voluntary sector – safespace	SA	4 th September	Reduction in attendances to hospital as a ‘a place of safety’
Housing challenges e.g. sheltered and or residential	GR/KH/CG		Reduction in delays related to housing
Next Steps			
To book follow up face to face meeting in 2weeks	KJ	22 nd August	A meeting to be held on September 4 th at Hove Town Hall
Longer Term			
Joint financial and resource planning with	KJ	1 st October	A sustainable robust plan in place for



BSUH/SCFT and SPFT to enable local authority engagement			the system
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List of attendees

Name	Job Title	Organisation
Adam Doyle	Chief Accountable Officer	Central Sussex and East Surrey Commissioning Alliance
Siobhan Melia	Chief Executive	Sussex Community NHS Foundation Trust)
Marianne Griffiths	Chief Executive	Brighton and Sussex University Hospitals NHS Trust
Sam Allen	Chief Executive	Sussex Partnership NHS Foundation Trust
Pete Landstrom	Chief Delivery and Strategy Officer	Brighton and Sussex University Hospitals NHS Trust
Simone Button	Chief Operating Officer	Sussex Partnership NHS Foundation Trust
Catherine Galvin	Head of Health and Social Care	West Sussex County Council
Keith Hinkley	Director of Adult Social Care and Health	East Sussex County Council
Geoff Raw	Chief executive	Brighton and Hove City Council
Brian Doughty	Deputy Director of Adult Social Care and Health	Brighton and Hove City Council
Lola Banjoko	Deputy Managing Director	Central Sussex and East Surrey Commissioning Alliance-South
Katy Jackson	Director of Systems Resilience	Central Sussex and East Surrey Commissioning Alliance-South

