

Notes from 'Hospice Friendly Hospital' meeting. October 16th 2003

Agenda

1. Meeting to propose HFH to hospital clinical and management staff
2. Letter to accompany invitation
3. Person specification and job description for project director/ recruitment procedure
4. Name for project.

1. Meeting to be held on Monday November 10th at 4pm in Our Lady of Lourdes Hospital. AR has confirmed attendance of MD, TB, and DG. Dr KC yet to confirm. Heads of hospital directorates will now also be invited.

2. Letter to be drafted between IHF and D. IHF will send draft to D for comment.

3 and 4

We require a person who:

- Is a self starter
- Enjoys challenging and creative project development
- Has a track record in uncovering, planning and implementing multiple change programmes at organisational level
- Has highly developed person management and negotiation skills
- Has a proven ability to work with multiple disciplines
- Has highly developed analytic skills enabling confident functioning in complex environments.

The Project:

This is a challenging project requiring systems change - shaping and directing shifts in attitudes, behaviours and procedures across a wide range of hospital activities and locations. It is the basis of a unique collaboration between a hospital and a national voluntary organisation. The aims are two-fold: to demonstrably improve quality of care for individuals (and their families) facing the end of their lives and to facilitate (through describing, evaluating and disseminating learning) the adoption of these changes in other hospitals nationally.

The supports

You will be supported in this project with an on-site administrative and clerical support, with clinical support from the Palliative Care Directorate and resource, information and training supports provided through the Irish Hospice Foundation.

5 Name for project

J will raise the proposed name of Suaimhneas with the IHF policy committee. Also more work to be done on the appropriate by-line. e.g. 'towards quality end of life care in hospitals' 'promoting high quality hospital care towards the end of life'

end