



To: Regional Executive Officers
Integrated Health Authorities
Hospital CEOs
Hospital COOs
Hospital Clinical Leads
Hospital Scheduled Care Leads
Report Writers

From: Alison Green, Director of WLGR, NTPF
Sheila McGuinness, Director of Access, HSE

Date: 28/01/2025

Re: Circular/OP0225 - Managing Insourcing and Outsourcing Initiatives

Dear Colleague,

Since the launch of the IDPP and GI WL Management Protocol 2024, two updates have been made to the Outpatient Waiting List Management Protocol 2022.

[Section 9.1 - Outpatient Insourcing and Outsourcing Initiatives](#)

A definition for the use of the term 'Valid Offer' for Insourcing and Outsourcing Initiatives is now outlined for OP Waiting Lists.

[Section 9.5 - Managing Suspensions for Insourcing and Outsourcing Initiatives](#)

Patients participating in these initiatives can be temporarily suspended from the waiting list for no less than two (2) weeks and no longer than six (6) months, to facilitate treatment across their full episode of care; including receipt of required discharge documentation in order to facilitate safe removal from the waiting list.

This update provides a standardised approach to the management of patients participating in initiatives across inpatient and outpatient waiting list management.

Please do not hesitate to contact me if you require any further information.

Kind Regards,

Alison Green
Director of WLGR, NTPF

Sheila McGuinness
Director of Access, HSE



Updated Guidance

9.1 | Outpatient Insourcing and Outsourcing Initiatives

Insourcing is the provision of additional capacity in a public hospital; while outsourcing is the provision of procured capacity with a private service-provider.

Outpatient insourcing and outsourcing initiatives aim to improve public hospital outpatient wait times, especially for the most critical patients and those waiting the longest.

The hospital that seeks the additional capacity is known as the referring hospital and the service that provides the additional or procured capacity is known as the treating service-provider. It is possible for the same public hospital to be the referring hospital as well as the treating service-provider in some insourcing initiatives.

Valid Offer for Insourcing and Outsourcing Initiative

Once a patient or their guardian has accepted the offer of treatment and agreed to participate in an insourcing or outsourcing initiative, this is considered a 'Valid Offer'. The patient should be managed in line with the relevant sections set out in this protocol (Section 7 - Scheduling and Management of Outpatient Waiting Lists).



9.5 | Managing Suspensions for Insourcing and Outsourcing Initiatives

In order to support and facilitate the management of patients accessing care through NTPF or HSE funded insourcing and outsourcing commissioning initiatives, the suspension process should be used.

It is recommended to use the suspension processes for insourcing initiatives where additional capacity has been sourced in another public hospital, and outsourcing initiatives where capacity is procured with a private hospital or service-provider.

Patients participating in these initiatives should be temporarily suspended from the waiting list for no less than **two (2) weeks and no longer than six (6) months to facilitate treatment across their full episode of care, including receipt of required discharge documentation, to facilitate safe removal from the waiting list.**

The suspension period must start from the date the patient accepts the offer to access hospital care in another hospital.

Suspension start date = Date the patient accepts offer

The referring hospital must suspend the patient in line with above timeframes or timelines agreed within the Memorandum of Understanding (MOU). It is important that patients are suspended using the appropriate suspension reason.

Suspension Reasons for Insourcing and Outsourcing Initiatives are:

- NTPF Outsourcing Initiative
- NTPF Insourcing Initiative
- HSE Outsourcing Initiative
- HSE Insourcing Initiative

Suspension periods to facilitate Insourcing and Outsourcing Initiatives will not incur a 'stop start' in the patient's waiting time period.

In some cases the suspension period may need to be extended, please continue to follow Section 9.6 Extending the Suspension Period to safely manage this cases.

NB: The NTPF and HSE are committed to working together to review the suspension process to manage patients participating in Insourcing and Outsourcing Initiatives.