

3rd September 2019 at 14:00

Venue: C3.18 Castle Buildings, Stormont, Belfast BT4 3SQ

Minutes

In Attendance	Organisation	Apologies	
Charlotte McArdle (CMcA) <i>Co-Chair</i>	DOH	Eilish Boyle (EB)	NIPEC
Andrew Dawson (AD) <i>Co-Chair</i>	DOH	Miriam McKeown (MMcK)	Hospices
Anne Trotter (AT) <i>Teleconference</i>	NMC	Patrick Gallagher (PG)	DoH
Angela McLernon (AMcL)	NIPEC	Sinead Deane (SD)	Student
Dr. Bob Brown (BB)	WHsCT	Brenda Creaney (BC)	BHSCT
Donna Gallagher (DG)	Open University	Vivienne Toal (VT)	SHSCT
Eileen McEaney (EMcE)	NHSCT	Caroline Lee (CL)	CEC
Elaine Connelly (EC)	RQIA	Prof. Donna Fitzsimons (DF)	QUB
Fiona Bradley (FB)	NIPEC	Donna Gallagher	OU
Frances Cannon (FC)	NIPEC		
Heather Trouton <i>Teleconference</i>	SHSCT		
Heather Finlay (HF)	DOH		
Karen McCutcheon (KMcC)	QUB		
Karen Murray (KM)	RCM		
Nicki Patterson (NP)	SEHSCT		
Pamela Craig (PCr)	NHSCT		
Paul Canning (PCa)	CEC		
Pat Cullen (PCu) <i>Teleconference</i>	RCN		
Peter Barbour (PB)	DOH		
Rodney Morton (RM)	DoH		
Siobhan Rogan (SR)	DoH		
Prof Sonja McIlpatrick (SMcI)	UU		

1.0 Welcome and Apologies

CMcA welcomed attendees and noted apologies as above.

2.0 Chair's Opening Remarks

CMcA acknowledged the amount of work undertaken to date in preparing information and evidence for Gateways one, two and three.

3.0 Previous Minutes

The minutes of the meeting held on the 2nd July 2019 were reviewed. An amendment to include Pat Cullen's apologies was made and the minutes were agreed to be an accurate

and final record with this inclusion. An update on actions is provided in the table appended to these minutes.

4.0 Update from the NMC

AT advised the following NMC updates:

Midwifery Standards – A meeting is scheduled with midwifery panel members and group of midwifery representatives have also been invited to discussions with the Council. It is anticipated that the standards will be finalised and made public in November 2019.

Approvals - a significant number of programmes have been approved in England but many received conditions in the process. Approval top tips and themes have been shared; emerging themes include:

- Making sure service users and carers are involved
- The Standards for Student Supervision and Assessment (SSSA) have not been articulated well enough by some partners
- Some have not done sufficient work with Learning Disability programmes
- The role of academic assessor has arisen a few times and clarity required where assessor and supervisor are required to be the same named person.

Case studies – are being developed from programmes in England which have been approved.

CMcA noted that John and Verena, NMC, met with CMcA last week and more meetings are scheduled. CMcA welcomed the level of engagement with NMC to date.

5.0 NMC Gateways - Update

AT advised that the specific deadlines beyond August have not yet been published by Mott MacDonald. NI Approved Education Institutes (AEI) had approval visits scheduled between October 2019 and March 2020. AEIs were yet to receive updates on Gateway approvals and AT advised she would follow up on this and advise by email. **ACTION.**

6.0 Transformation Funding Update

AMcL confirmed that funding is secured until March 2020 and PHA advertised and interviewed for the FNFM Independent Sector Professional Officer (covered in the interim by Bernadette Gribben) but did not appoint to the position.

Discussions will need to take place regarding a FNFM exit strategy post March 2020 and requirements for finishing the project beyond this date. CMcA advised that midwifery work will continue into 2021, and that a business case will be needed. **ACTION.**

7.0 Update on Work Streams

7.1 Midwifery

Further to the Midwifery Implementation meeting held 11th June 2019, updates are:

- QUB are progressing Curriculum Planning for September 2019
- FNFM Project Structure has been updated with Midwifery Expert Reference Group (document shared at meeting), Co-chairs to be confirmed and membership to be established. The Co-chairs of this group will also be in FNFM Working Group.
- Discussions are on-going re a Midwifery Practice Assessment Document (PAD) QUB are meeting on 5th September to view England's Midwifery PAD.
- Midwifery will adopt a similar process as FN regarding workshops, consultation and meeting with extant groups/stakeholders
- The Model for SSSA has been shared with the Heads of Midwifery and Consultant Midwives for comment - feedback indicates it will fit for midwifery

- FNFM Engagement and Communication work stream has a new midwifery representative
- Midwifery Consultation – Discussion remains ongoing regarding simulation, continuity of carer and new born examination. Discussions are ongoing regarding the length of the programme (three or four years) and wider UK views remain mixed on this.

7.2 Curriculum Development

- FC met with OU on the 15th August, re curriculum update and gateways. Scoping of additional skills for students not transitioning – AEIs will lead on this.

7.3 Practice Assessment Document

- Draft NIPADs have been submitted for Gateway Two, final drafts are being submitted for Gateway Three. A significant amount of work has been undertaken in preparing and updating the NIPADS. All AEIs are signed up to using the same framework, but with slight modifications relevant to each field of practice
- Learning Disability and Children and Young Persons have been included to evidence proficiencies
- Some further work remains regarding Point of Care Testing and Blood Products in the NIPADs.

7.4 Supervision and Assessment

- Final Draft SSSA documents submitted for Gateway Two
- Current focus is now the preparation programmes for each of the roles. Discussions taking place with CEC and HSC Leadership regarding electronic upskilling and preparation programmes. RM noted that there may be an impact on workforce capacity to release all staff to prepare
- SSSA held a Twitter Chat 23 July 2019 – an excellent response received
- Practice Learning Agreement needs signed as a matter of urgency, DoH are progressing this
- Update on role of the Practice Assessor (PA) – Following a discussion at FNFM Working Group, 15th August, a query was raised regarding the role of PA. Two conversations were held with the NMC and it was determined that an adjustment to the role was required to strengthen two areas of the standards. An email had been shared with SSSA, FNFM Working Group and Board members to clarify these changes.

7.5 Practice Placements/Practice Learning Environments

- Final drafts of PLE documents have been submitted for Gateway Three
- DG advised that arrangements regarding REPPF are yet to be determined. CMcA confirmed this, and that discussions will take place regarding function and accountability arrangements
- Practice assessor data base – a meeting is taking place on 16th September to look at current systems and explore how information could be captured in the future
- Mapping meetings have been held to maximise the flow of students collectively across AEIs and practice partners – a further meeting is being arranged.

7.6 Engagement & Communication

- August's FNFM Communique is being finalised
- Roadshows are now available to book onto and have been shared via stakeholders and social media; roadshows start in October 2019
- Pod Casts are being prepared
- A workshop is planned for the Practice Education Facilitators and AEIs on the 6th September 2019 in the Pavilion (60 participants) to update key stakeholders with all the

work of the FNFM Project and explore possible implications for local implementation groups.

- Student representatives are being sought from each AEI for the engagement and communication group
- Trust implementation groups and AEIs record a range of local activity to support implementation and report to EC Work Stream - recording engagement with over 2,500 individuals to date.

8.0 Risk Register

Risks are managed by the FNFM Working Group and raised to Programme Board by exception. No additional risks were raised to Programme Board. It was noted that signing of the Practice Learning Agreement needs to be completed for the first approval visit on 23rd October, and this is being progressed by DoH and is on the risk register.

9.0 AOB

CMcA reiterated appreciation for the volume of work undertaken by all involved in the FNFM programme of work.

Zoning - EMcE enquired whether the meeting regarding Student Allocations/Zoning (deferred from 3rd July 2019 to Autumn) had been rescheduled. FC advised that there was no date set yet, as information submitted ahead of the scheduled meeting by Trusts and AEIs, was being considered-this includes student flows, collaborative planning and opening up placements across FNFM work streams. AMcL asked if zoning is an issue the cause and effect should be evidenced so that changes can be considered and measured against demonstrable outcomes. CMcA confirmed there will be further discussion on this. **ACTION**

QUB – MKcC provided an update on a two year Undergraduate Master’s Programme that is being planned. Discussion took place regarding entry requirements (650 direct contact care hours within the last five years) selection of applicants and criteria, 2/1 vs 2/2. KMcC was presenting and attending on behalf of DF and was not in a position to advise on all queries. CMcA will follow up with DF (QUB) regarding the delivery of the programme and funding. **ACTION**

Next Programme Board Meetings

5th November 2019 10.00am, Venue: Room C3.18 Castle Buildings

Summary of Actions – Future Nurse Future Midwife Programme Board

New Actions from 3 rd Sept 2019				
Ref	Detail	Owner/s	Due	Status
AP32	AT will follow up by email to AEIs with information regarding outcomes of Gateway submissions	AT		New
AP33	A business case is needed for Future Midwife post March 2020			New
AP34	Further discussions to be held regarding meeting on Zoning.	CMcA		New
AP35	Follow up a conversation with CMcA and DF at QUB regarding the delivery of the programme and funding.	CMcA		New
Actions in Progress				
Ref	Detail/Update	Owner	Due	Status
AP18	A subgroup is being set up to consider electronic PAD – AD confirmed he would seek representation from BSO	AD	N/A	On-Going/On Hold

	Update: AD – BSO have been contacted, and Karen Bailey ITS has been asked to nominate a person. Update 3 rd Sept – No IT representative advised yet, hardcopy PAD to proceed			
AP25	Report re Practice Placement from the Task and Finish group (pre-FNFM Programme of work) to be with CMcA within the next month Update - DG advised that it is due to be with CMcA within the coming week and advised it will cover the main themes and transition arrangements.	PP Task and Finish Group		On-Going
Actions Completed Since Last Meeting				
Ref	Detail/Update	Owner	Due	Status
AP31	SSSA documents, as well as the NIPADs, the Handbook and the Practice Learning Environment Audit, will be shared with Programme Board and Working group members for review. All final comments on these documents should be received by 23 rd July 2019 and a link will be sent to the documents on 5 th July 2019 where comments can be recorded.	FC/LK		Closed
AP24	NMC to provide clarity and further guidance on Practice Supervisor's particularly in relation to independent sector/primary care where there are no registrants to undertake this role. Update – SW advised that a piece of work was being undertaken relating to all four countries. A briefing paper is being prepared by the NMC Update 3 rd Sept: Completed, email from SW, NMC, received and shared.	NMC		Closed
AP30	Further discussions to be held regarding accessing PLE in GP Practices. Update: Discussions to be held with DoH, GPN and FNFM	AMcL/ FC and DoH		Closed
AP23	Establish a Midwifery Group to consider the standards and the outputs of the FNFM project in relation to midwifery. Update - Meeting held on 11 April 2019 and next meeting will be 11 th June Update 2 July 2019 Meeting held on the 11 th June Update 3rd September – Midwifery group being established	FNFM		Closed