

**PROJECT STEERING GROUP  
DEVELOPMENT OF A CAREER PATHWAY  
FOR DISTRICT NURSING SERVICES**

**Meeting Thursday 4 February 2021**

**Zoom Videoconference**

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Alison Baxendale, NIPEC Council	AB
Sharon Burnside, Southern HSC Trust	SB
Claire Cartin, Western HSC Trust	CC
Deborah Coleman, Queen's University Belfast	DC
Veronica Cleland, South Eastern HSC Trust	VC
Sharon Maginn, Clinical Education Centre	SM
Gillian McAleer, Belfast HSC Trust	GMcA
Colleen McCabe, Southern HSC Trust	CMcCa
Cathy McCusker, NIPEC (Project Lead)	CMcCu
Rose McHugh, Public Health Agency	RMcH
Maura McKenna, Regional Trade Union Forum	MMcK
Roisin McSwiggan, Belfast HSC Trust	RMcS
Ashley Ramsay, Northern HSC Trust	AR
Michael Riddell, Northern HSC Trust	MR
Hilary Thompson, Ulster University	HT

**Apologies**

Dawn Ferguson, Southern HSC Trust  
 Pamela Craig, Northern HSC Trust  
 Fiona Devlin, Royal College of Nursing  
 Anne Timoney, Clinical Education Centre

**ACTION NOTES**

<b>Agenda Item</b>	<b>Notes</b>	<b>Action by</b>
<b>1.0</b>	<b>Welcome &amp; introductions</b>  Gabby Tinsley welcomed everyone to the meeting and thanked, Sharon Burnside for representing Dawn Ferguson and Sharon Maginn, CEC, in place of Deirdre Cunningham currently on secondment to PHA.	
<b>2.0</b>	<b>Apologies</b>  Apologies as noted above.	

<p><b>3.0</b></p>	<p><b>Action notes from meeting held on 17 December 2020</b> Action notes confirmed.</p> <p><b>Matters arising</b> <i>Delegation Training</i> Cathy forwarded the Delegation Framework to Michael. Cathy to follow up with Michael to confirm if the content is covered in Induction.</p> <p><i>Band 5 and Band 3 JDs</i> Thanks to Claire Cartin, WHSCT for submitting Band 5 and Band 3 JDs to Cathy McCusker. Gabby asked the other DN Leads to send their Trust JDs to Cathy to help develop the job purpose for both JDs.</p> <p><i>ANP Role</i> Rose &amp; Cathy haven't had a chance to speak with Heather Finlay yet regarding the Advanced Nurse Practitioner role in the Career Pathway. Cathy to email Heather on Gabby's behalf to seek a meeting for Cathy &amp; Rose re the ANP role.</p>	<p><b>CMcC</b></p> <p><b>All DN Leads</b></p> <p><b>CMcC</b></p>
<p><b>4.0</b></p>	<p><b>District Nursing Developments– Update</b></p> <p>Rose McHugh provided the following update:</p> <ul style="list-style-type: none"> <li>• Covid related work has been a priority and in particular the rollout of the COVID vaccination programme to housebound patients has been actioned, a good example of public health</li> <li>• The <b><i>Neighbourhood District Nursing Interim Report Dec 2020</i></b> has been sent out and recommendations will be considered as part of next steps</li> <li>• Next DNFIG meeting is on the 10<sup>th</sup> Feb and draft ToR for a new strategic district nursing group will be tabled. The aim is to have coordinated oversight of all DN work streams.</li> <li>• A QNI survey has been sent out to HSC Trust DN leads for sharing with teams which will inform the demand model.</li> <li>• An OBA scorecard has been finalised for District Nursing within MDTs and Trust DN leads will bring it to their MDT project boards. A Project Reporting paper is going to DNFIG - Need this project to standardise DN recording and to ensure the right information is collected to provide the necessary data requirements.</li> <li>• Will have a focused Care Opinion campaign with District Nursing.</li> </ul>	
<p><b>5.0</b></p>	<p><b>District Nurse JD</b></p> <p><i>HSC Trust Steering Groups for implementation</i> Each of the Trust District Nursing Leads provided an update regarding their HSC Trust Steering Groups to facilitate the implementation of the new Band 7 District Nurse JD</p>	

<p>Belfast – 2 meetings have been held with a third later in the day. Existing District Nurse JDs have been reviewed against the new JDs. Making Good Progress. Any District Nurse vacancies in the future will be advertised with the new JD</p> <p>Western – All District Nurses have Band 7 JDs. Staff on seconded posts are being recruited permanently onto the new JD. Any future recruitment will use the new JD.</p> <p>Northern – All District Nurses are Band 7. The new JD was used for recruitment in Dec 2020. Successfully recruited 2 District Nurses.</p> <p>South Eastern – New JD will be used for recruiting District Nurses going forward.</p> <p>Southern – Currently have 59 Band 6 District Nurses. Currently recruiting District Nurses – not using the new JD because the service model has not yet been agreed.</p> <p>Maura McKenna suggested that the Trusts Steering Groups should check if any staff are currently working to the new JD – such staff should be moved onto the new JD.</p> <p>There was discussion about DN Team Lead posts at Band 8A, it was agreed this is a separate JD from the District Nurse ANP role that is considered in this District Nurse Clinical Career Pathway; 90% clinical practice. The DN Team Lead 8A role will be developed outside of the clinical District Nurse Career Pathway. Rose will raise this with Siobhan Donald, PHA as part of the Delivering Care programme.</p> <p><b>Senior Community Staff Nurse JD – feedback</b></p> <p>Gabby thanked all Trusts for facilitating the feedback from their staff and returning the collected feedback on the Senior Community Staff Nurse JD. The consultation had been extended from 28 January to 3 February to make sure Trusts had time to get feedback from District Nurse teams given the pressures from the pandemic and the vaccination roll out Each of the comments received were reviewed by the members of the Steering Group in turn and decisions taken to accept and amend the JD or to reject and not make any change to the individual statement.</p> <p><i>Band 5 Experience</i></p> <p>There was agreement from four of the five Trusts regarding making the experience required for the Band 6 post as 2 years as</p>	<p><b>ALL DN Leads</b></p> <p><b>RMcH</b></p>
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	<ul style="list-style-type: none"><li>• Trust criteria for recruitment onto DN SPQ programme.</li></ul>	
<b>8.0</b>	<b>Date &amp; time of next Steering Group meeting</b> Next virtual meeting scheduled for <b>Thursday 4 March 2021 @ 10am</b> via Zoom	