

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

Meeting Thursday 4 March 2021

Zoom Videoconference

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Alison Baxendale, NIPEC Council	AB
Claire Cartin, Western HSC Trust	CC
Veronica Cleland, South Eastern HSC Trust	VC
Dawn Connolly, Southern HSC Trust	DCon
Deborah Coleman, Queen's University Belfast	DCol
Fiona Devlin, Royal College of Nursing	FD
Gillian McAleer, Belfast HSC Trust	GMcA
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
Grace Sloane, Southern HSC Trust	GS
Hilary Thompson, Ulster University	HT

Apologies

Dawn Ferguson, Southern HSC Trust
 Pamela Craig, Northern HSC Trust
 Sharon Maginn, Clinical Education Centre
 Mary Frances McManus, DoH
 Cathrine Reid, Southern HSC Trust

ACTION NOTES

Agenda Item	Notes	Action by
1.0	<p>Welcome & introductions</p> <p>Gabby Tinsley welcomed everyone to the meeting especially Grace Sloane who has taken over from Colleen McCabe, SHSCT. Colleen has just retired from this Group and the Trust and asked for thanks to be passed to her for her contribution on this Group. Dawn Connolly was also welcomed, attending in place of Dawn Ferguson, SHSCT.</p>	
2.0	<p>Apologies</p>	

	Apologies as noted above.	
3.0	<p>Action notes from meeting held on 4 February 2021 Action notes confirmed.</p> <p>Matters arising <i>Delegation Training</i> Michael Riddle provided the following update the CEC no longer cover this element of the induction. NHSCT revamped their induction at a Corporate level and this resulted in the Trust developing slides to cover the NIPEC Delegation Framework during nurse induction. However Michael advised that each HSC Trust professional nursing fora should continue to highlight these messages and that they should also assess their own induction programmes to ensure that they have this element covered.</p> <p>Michael also advised that with respect to the JD delegation does perhaps fall under the title of continuing professional development or staying up-to-date with respect to matters concerning professional conduct/registration.</p> <p><i>ANP Role</i> Rose McHugh has secured a meeting on 31 March 2021, with Heather Finlay, Cathy McCusker and Siobhan Donald, PHA, to discuss the ANP role within the District Nursing Career Pathway.</p> <p><i>DN SPQ</i> Rose has collated the criteria HSC Trusts use for candidates applying onto the District Nurse SPQ programme. All agreed that it would be easier to move to a regional recruitment for this similar to the approach adopted for the Health Visiting Programme. Rose to meet with the District Nurse Leads & Maura McKenna who will represent TU Forum. Cathy to forward to Rose information Hilary Thompson had emailed about the University criteria for the programme. Hilary also advised that Belfast Trust criterion seeking applicants to have completed a Level 2 research module is not required by the Universities. Cathy to share the collated information with the Trusts.</p> <p>Hilary confirmed that Community profiling is included in Semester 1 of the District Nurse SPQ programme in the context of population health. The students learn the knowledge and skills necessary to undertake, direct and co-ordinate a Neighbourhood/Community Health Profile. Given this work requires team resources, evaluation and the development of a community health improvement plan, it is not undertaken as a summative assessment by district nursing students</p>	<p>Relevant HSC Trust DN Leads</p> <p>CMcC</p> <p>RMcH & CMcC</p> <p>RMcH, DN Leads & MMck</p> <p>CMcC</p>

	<p><i>CNO EDoN Business Meeting</i></p> <p>We were scheduled to present the Senior Community Staff Nurse JD at this Business meeting on 22 February. However RCN Community Nurse Network had got an opportunity for Rose & Cathy to present the Senior Community Staff Nurse JD to their members on 24 February. Also Veronica Cleland had requested more time to seek feedback on the JD from South Eastern Trust Community Nurse Teams. Gabby therefore agreed that we could delay the presentation of the JD until the March meeting (29 March 2021) to give a further opportunity to get more feedback on the Senior Community Staff Nurse JD. All Trusts to encourage any final comments on the JD to cathy.mccusker@nipec.hscni.net by 12 March 2021.</p>	
<p>4.0</p>	<p>Overview of District Nursing Career Pathway – <i>discussion</i></p> <p>Veronica requested that a document is developed to outline the Career pathway in its totality which could be shared with District Nursing teams so they could see the career progression planned in the pathway. The Group agreed this would be useful – Cathy & Rose to draft a couple of slides which can be shared with the District Nurse Leads and included on the project webpage on NIPEC website.</p>	<p>CMcC & RMcH</p>
<p>5.0</p>	<p>Feedback Senior Community Staff Nurse JD</p> <ul style="list-style-type: none"> • RCN Community Nursing Network <p>Thanks to Fiona Devlin for facilitating a meeting for the members of the RCN Community Nursing Network on 24 February 2021 via zoom, to discuss the Senior Community Staff Nurse JD with Cathy & Rose. 34 in attendance which included Rose, Cathy & Fiona. Many of the staff voiced that it was the first time that they had sight of the JD and expressed dissatisfaction and frustration at their lack of career progression. They did however welcome the work on the JD and career pathway and appreciated that Rose & Cathy had come to get their views.</p> <ul style="list-style-type: none"> • Individual feedback <p>The RCN Community Nurse Network members feedback was shared and discussed with the Steering Group members. The additional key points focussed on</p> <ul style="list-style-type: none"> • The majority suggested 2 years community experience for the Senior Community staff nurse role. One set of feedback suggested 12 months experience. <p>It was agreed that the following should be discussed for a decision at CNO & EDoNs Business meeting</p> <ul style="list-style-type: none"> • Have a minimum of 12 or a minimum of 18 months experience 	<p>CMcC & RMcH</p>

	<p>at Band 5.in Community Nursing & have completed or must complete within an agreed time-frame Community Nursing Education & Skills Programme</p> <p>RCN and all Group members agree that it is important that the decision reflects the regional position for the Band 5 to 6 run through for all posts.</p> <p>Michael Riddell asked for clarification on the Groups remit to make a decision on the Band 5 to 6 run through. The remit of the Group is solely to develop regional agreed JDs for the roles which have already had competencies and education requirements developed and regionally agreed. Maura also confirmed that discussion and agreement for Band 5 to 6 run through is completed by a regional JNCC Group. Michael advised that he would keep the HR Directors Forum informed through his Assistant Director of HR regarding the progress of this Group in relation to the JDs and any associated financial impacts.</p>	MR
6.0	<p>District Nursing Developments– Update</p> <p>Rose McHugh advised that:</p> <ul style="list-style-type: none"> • Covid related work remains a priority however the draft ToR for the new strategic district nursing group is in the process of being agreed and the new group established. • A Project Recording proposal will be progressed which will standardise DN recording and ensure the right information is collected to provide the necessary data requirements. This will prepare for Encompass • Quality Indicators and related measures as well as demonstrating value for money will be important • There will be a Care Opinion campaign with District Nursing. 	
7.0	<p>HSC Trust Steering Groups for implementation of District Nurse JD</p> <ul style="list-style-type: none"> • Progress update <p>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 – Trust is progressing well & have engaged with staff across the Trust. Their aim to have the Regionally agreed Band 7 District Nurse JD as the only DN JD on file by 1 April 2021. Maura advised this should be the goal of all the Trusts and reiterated that the regionally agreed Band 7 District Nurse JD is not a new JD it is the JD which accurately reflects the work of the District Nurse and which the region has agreed is required for District Nursing roles.</p> <p>Northern – Although the Trust only have Band 7 District Nurses Maura advised they should consider setting up a Steering Group</p>	

	<p>to facilitate the implementation of the regional JD which should include</p> <ul style="list-style-type: none"> • Marrying existing District Nurse Band 7 JDs & • Working to a position where only one District Nurse JD Band 7, the regionally agreed one, is on file <p>Michael Riddell and Ashley Ramsay agreed to discuss this back in the Trust.</p> <p>South Eastern – Steering Group established, first meeting held and plan in place for achieving implementation of the regionally agreed JD. In addition, job evaluation is ongoing with Unison & HR colleagues.</p> <p>Southern – Recruiting District Nurse Clinical Lead posts using the regionally agreed DN Band 7 JD. Colleagues were advised the Regionally agreed JD is for the title District Nurse and cannot be used with a different title.</p> <p>Western – Claire had to leave at 11am for another meeting; Cathy to follow-up with Claire regarding progress in WHSCT.</p> <ul style="list-style-type: none"> • Desirable criteria <p>There was a request by SHSCT to have desirable criteria on the Regionally agreed District Nurse Band 7 JD and the essential criteria extended with more information. All DN Leads and the rest of the Group members agreed that the essential criteria should remain as is and there was no need to add desirable criteria at this time; everyone eligible for the job should be able to apply. The Regionally agreed District Nurse JD could not be amended as requested without going through the process again. It was agreed to allow time for bedding in of the JD before making any changes to it.</p>	<p>GS & DC</p> <p>CMcC</p>
<p>6.0</p>	<p>Next Steps</p> <ul style="list-style-type: none"> • Feedback returned from all Trusts by 12 March • Rose & Cathy to present Senior Community Staff Nurse JD to CNO EDoN Business meeting 29 March 2021 • Writing group to meet and develop job purpose for Community Staff Nurse and Senior Nursing Assistant JDs & Job plan for District Nurse 	<p>RMcH& CMcC</p>
<p>8.0</p>	<p>Date & time of next Steering Group meeting</p> <p>Next virtual meeting scheduled for Thursday 15 April 2021 @ 10am via Zoom https://hscni-net.zoom.us/j/87853566661 Meeting ID: 878 5356 6661</p>	