

United Kingdom Professionalism in Nursing and Midwifery
Project Board
20 February 2017, 11:00 – 13:00hrs
By teleconference
Present:

Member representation	Name	Attendance	Identifier
NMC	Geraldine Walters	Apologies	GW
NMC	Rachel Dufton	✓	RD
CNO Group	Prof. Brendan McCormack	Apologies	BMcC
England	Dr. Elaine Maxwell	✓	EM
England	Hilary Garratt	Apologies	HG
Scotland	Donna O'Boyle	✓	DO'B
Scotland	Dr Collette Ferguson	Apologies	CF
Wales	Martin Semple	✓	MS
Wales	Gemma Ellis	Apologies	GE
Northern Ireland	Anne Marie Marley	✓	AMM
Northern Ireland	Pauline Martin	✓	PM
Royal College of Nursing	Dame Donna Kinnair	✓	DK
Royal College of Nursing	Dr Stephanie Aiken	Apologies	SA
Royal College of Midwives	Carmel Lloyd	✓	CL
Royal College of Midwives	Zoe Boreland	Apologies	ZB
Independent Care Sector	Sharon Blackburn	✓	SB
Service User	Carolyn Hirst	Apologies	CH
	Terence Canning	-	TC
CNO Group (Chair)	Prof. Charlotte McArdle	✓	CMcA
NIPEC (Project support)	Angela Reed	✓	AR

Agenda item	Action to be taken	Action by
1	<p>Chair's remarks, welcome and apologies</p> <p>AR Welcomed everyone to the meeting taking introductions for those joining via teleconference. Anne Trotter was joining for the first time OBO Geraldine Walters. Clarification of papers was provided. RD was to join the call later in the morning for the section on publication and launch.</p>	
2	<p>Introductions and notes of the last meeting 27 October 2016 with matters arising</p> <p>Notes were confirmed as a true record of the last meeting with no amendment.</p> <p>Matters arising:</p> <p><i>Contact Alison Finch UCHL</i> – from the last meeting it had been agreed to include Alison in the engagement – as yet this has not been completed as she was not an identified individual through the engagement matrix. AR to progress.</p> <p><i>Submission to ICN</i> - For noting – this abstract was unsuccessful.</p>	<p>AR to progress contact with Alison Finch</p>

	<p><i>FNF</i></p> <p>In view of the fact that the framework was in the early stages of testing 3rd February it had been deemed not helpful to feature the framework as part of FNF this year – a decision taken by the collective CNOs. Opportunity had arisen with CNO England however – for discussion later in the agenda.</p>	
<p>3</p>	<p>Final Document</p> <ul style="list-style-type: none"> • Presentation to CNOs <p>Comments from CNOs had included:</p> <ul style="list-style-type: none"> • a need for document to be proof read • title not appropriate • elements suggested for inclusion – some already covered in the framework and others drafted into the final version • use of term practice rather than care settings • greater emphasis on person-centeredness and coproduction • behaviours towards others and positive regard to be included in final draft. <p>Conscientious objection was raised – i.e. where does it fit – following discussion it was agreed that this was already covered clearly in the Code and would be more about the outworking and scenarios than the framework itself.</p> <p>Final document was presented to CNOs 31st January in Dublin and warmly received. Jane Cummings had offered opportunity to present at the CNO England summit which was currently being explored. In addition, EM would be presenting the nursing excellence framework where she intended to mention the production and imminent publication of the professional framework.</p> <p>At this point DK raised a query over the use of the term ‘professional socialisation’ in the document. Following debate it was agreed to continue to include – particularly since this had not been raised through the testing phase by anyone.</p>	
<p>4</p>	<p>Testing and Feedback</p> <p>A report had been circulated to Project Board members of those interviews which had taken place. Thanks was offered to Donna O’Boyle for her help with interviews. Key themes from the engagement exercise were:</p> <ol style="list-style-type: none"> 1. A majority view that the framework is well considered and clearly written. 2. Consensus that it would be useful to all practitioners at all levels of practice. 3. Utility could be enhanced through clearer description of: <ol style="list-style-type: none"> a. The wider policy context and how the framework linked to other strategies/ documents b. Positioning with the Code c. ‘How to use’ guidance, including links to supervision, appraisal and revalidation d. Scenarios to demonstrate use 	

	<p>4. A range of formats would be helpful to assist accessibility varying from hard copy to smart phone apps.</p> <p>5. An assessment tool(s) would be helpful to stimulate thinking about presence or absence of attributes, pre-requisites and ongoing behaviours.</p> <p>Members debated the feedback at some length. In particular links to revalidation, the need for policy context and ownership of the framework. It was agreed that:</p> <ul style="list-style-type: none"> • policy context was inappropriate – as this changes quickly and could have the potential to date and make a document ‘obsolete’ by virtue of references, also making the document unnecessarily long. • links to the NMC website, where the framework would eventually be housed also would require work to maintain – therefore unhelpful in the long term • the document would be positioned as a policy statement from the CNOs and supported by the NMC - aligning with the Code in the correct context, to avoid confusion. 	
5	<p>Publication, Potential Products and Impact</p> <p>Discussion related to further amendment required for publication - RD offered some designs for consideration.</p>	
6	<p>Launch</p> <p>Members debated the steps required to get the document to publication and launch. This included a discussion relating to ‘how to use guides’ in terms of animations and the potential for scenarios to be built using information received during testing. RD had agreed to commission some initial design work which had been circulated prior to the meeting. Discussion took place in relation to the preferred design options. Agreed next steps were:</p> <ul style="list-style-type: none"> • Design work to be further progressed using concept 1a in the brochure provided. • RD to circulate further designs via AR for confirmation by Project Board in next two weeks. • RD to produce brief on animation and potential use for circulation to Project Board. • Potential scenarios to be circulated to PB when sufficiently prepared. • RD to ask Comms Department of NMC to proof read the document prior to design work taking place. <p>Production of a ‘plain English’ version was discussed – audience for this document would be largely the public - this was deemed not necessary by members after debate. Welsh translation was also discussed – MS to seek advice from colleagues in Wales as to whether or not this document needed translation into Welsh.</p>	<p>RD and AR to progress publication actions</p> <p>MS to check requirement for Welsh translation</p>
7	<p>Next Steps</p> <p>Actions were agreed – documented in the table below.</p> <p>CL raised the issue of some formatting changes and two references for consideration and inclusion in the document relating to midwifery led roles –</p>	<p>AR to make final changes to draft document</p>

	agreed for AR to make final changes.	
8	<p>Date of Next Meeting:</p> <p>Phone call to be arranged prior to launch May 12th 2017.</p> <p>Further meeting to be arranged in autumn 2017 to consider potential for evaluation of resources. Short discussion on the purpose of evaluation – including adding to the evidence relating to professionalism took place – for further discussion later in the year.</p>	AR to arrange dates for future meetings and circulate.
Action		Status
AR to progress contact with Alison Finch		On-going
RD and AR to progress publication actions		On-going
MS to check requirement for Welsh translation		On-going
AR to make final changes to draft document		Completed
AR to arrange dates for future meetings and circulate.		On-going