



ACTION NOTE

DHSSPS Commissioned Post-registration Education: Evaluation Process

Meeting held on 4th November 2010 at NIPEC

In attendance

T Barr (TB) – BMC
L Barrowman (LB) - NIPEC – Chair
R Brown (RB) – SEHSCT (Teleconference Call)
P Fearon (PF) – NIPEC
D Fitzsimmons (DF) - BHSCT
P Gillen (PG) - University of Ulster
K Gormley (KG) - Queen's University, Belfast
E Graham (EG) – NHSCT
G Henry (GH) – SHSCT
P McMullan (PMcM) – DHSSPS
A Quigley (AQ) – WHSCT
H Todd (HT) – NEDC

Agenda item/ reference number	Action to be taken	Action by
1.0 Welcome and introductions	Lesley Barrowman (LB) welcomed everyone to the meeting. LB advised that Bob Brown (BB) would be joining the meeting by teleconference call.	
2.0 Apologies	As apologies	
3.0 Action Notes	LB referred members to the agreed actions from the previous meeting. Pauline McMullan (PMcM) confirmed that she had spoken with Kathy Fodey (KF) and it was agreed that PMcM would be the representative from the DHSSPS and KF would receive updates. All other actions to be taken under their individual headings.	

<p>4.0 Learning Agreement</p>	<p>LB report that as agreed at the previous meeting a sub group had met on the 27th October 2010 to discuss the Learning Agreement. Members of the sub group were Elizabeth Graham (EG), Annetta Quigley (AQ), Moira Davren (MD), Jacqueline Clarke (JC), Paula Fearon (PF) and LB. The group discussed the draft Learning Agreement document prepared by NIPEC, draft Procedure for the Management of N&M Post-Registration Education prepared by NHSCT, both documents had been previously tabled, together with a proforma for a Learning Agreement developed by EG.</p> <p>Following discussions it was agreed to propose to the full group that a guidance document with principles would be the preferred option.</p> <p>A draft paper on the Principles of Developing and Managing Learning Agreements for the Trusts was tabled at today's meeting for discussion and agreement for the way forward.</p> <p>The tabled document was agreed in principle by the group. Title of document to be altered to Guidance for Development and Managing Learning Agreements, amendments to be made to the document to reflect the discussions which included language within the draft document regarding Co Directors/Assistant Director of Nursing with specific responsibility for Nursing and Midwifery to be addressed.</p> <p>In the first instance the draft document is to be forwarded to members of the group. Members to discuss the draft document with selected individuals and feedback to be received by Friday 3rd December 2010.</p>	<p>LB All members</p>
<p>5.0 Interim Report</p>	<p>LB referred members to a draft Interim Report which is to be submitted to the Education Strategy Group and had been previously circulated. Amendments were agreed by the group for forwarding to the Education Strategy Group.</p>	<p>LB</p>
<p>6.0 Evaluation Process</p>	<p>LB advised members that she had spoken with the University representation Patricia Gillen (PG) and Kevin Gormley (KG) regarding the agreed evaluation questions and the flagging up of a 6 months evaluation.</p>	

	<p>During the conversations LB was advised that the Universities have standard robust evaluation forms and processes and individual questions cannot be added.</p> <p>It was agreed that LB will develop a draft paper for discussion at the December meeting. The document will present a proposed evaluation process for discussion.</p>	LB
7.0 Next Steps	<p>Amended Interim Report to be forwarded to the Education Strategy Group.</p> <p>Amended Guidance for Development and Managing Learning Agreement document to be forwarded to members for comment.</p> <p>LB to prepare a paper for discussion at December meeting regarding proposed evaluation process Date for a meeting in December to be trawled.</p>	
8.0 Date and time of next meeting	A date to be trawled for next meeting in December 2010.	