

**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL
FOR NURSING AND MIDWIFERY**

**PROJECT STEERING GROUP
DEVELOPMENT OF PROFESSIONAL GUIDANCE FOR
CONSULTANT NURSE AND MIDWIFE ROLES**

Thursday, 30 June 2016 at 2.00pm, Meeting Room, A Floor, Belfast City Hospital

Attendance

Brenda Creaney, Belfast HSC Trust (Chair)	BC
Oriel Brown, PHA	OB
Paul Davidson, NIPEC Council	PD
Dawn Ferguson, Southern HSC Trust	DF
Heather Finlay, DoH	HF
Jane Greene, Southern HSC Trust	JG
Brenda Kelly, RCM	BK
Carmel Kelly, South Eastern HSC Trust	CK
Moira Mannion, Belfast HSC Trust	MM
Anne Marie Marley, Belfast HSC Trust	AMM
Maura McKenna, Regional Trade Union Forum	MMcK
Cathy McCusker, NIPEC, (Project Lead)	CMcC
Marion Ritchie, Unison	MR
Annetta Quigley, Western HSC Trust	AQ

Web-conference

Owen Barr, Ulster	OB
Maurice Devine, CEC	MD
Allison Hume, Northern HSC Trust	AH
Sharon McRoberts, South Eastern HSC Trust	SMcR

Apologies

Shona Hamilton, Northern HSC Trust
 Garrett Martin, RCN
 Verena Wallace, DoH
 Dr Kevin Gormley, QUB
 Siobhan McIntyre, PHA
 Karen Murray, QUB

Action Notes

Item No	Notes	Action by CMcC unless otherwise recorded

1	<p>Welcome and Introductions</p> <p>Brenda Creaney welcomed everyone to the meeting, this was followed by introductions. Heather Finlay advised that DHSSPS is now recorded as DoH.</p>	
2	<p>Apologies</p> <p>Noted as above. Oriel Brown was representing Siobhan McIntyre.</p>	
3	<p>Matters Arising</p> <ul style="list-style-type: none"> • Draft Terms of Reference were agreed by the Group. • Brenda Kelly was welcomed as the representative of RCM. If she was unavailable, Breedagh Hughes would attend in her absence. Shona Hamilton was confirmed as the Northern HSC Trust representative. • Cathy McCusker to follow-up with Garrett re the Student Nurse representative and Brenda K to check with Breedagh Hughes re the Student Midwife, representative. • Prof. Keith Gardiner has been advised that a NIMDTA representative was not required at this time. • Future meeting dates were agreed as follows Monday, 26 September 2016 at 10.00am Thursday, 24 November 2016 at 2.00pm Friday, 27 January 2017 at 2.00pm Thursday, 30 March 2017 at 10.00am <p>All meetings will be held in the Meeting Room, 2nd Floor, NIPEC.</p> <p>Brenda highlighted the importance of being a Group member and ensuring that the organisation being represented is kept informed of all discussions and the Steering Group is informed of the feedback including challenges and concerns.</p>	
4	<p>Project Plan</p> <p>Cathy took members through the draft Project Plan. Some amends were agreed:</p> <ul style="list-style-type: none"> • Table 1 to be updated for South Eastern Trust, post recruited to & anticipated to commence in Sept 2016; WHSCT now 8B <p>It was also agreed that it would be important to make it clear in the guidance that progression to Consultant Nurse and Midwife Roles was not only from Advanced Nurse Practitioner Roles.</p> <p>Furthermore, it was noted that the outputs from this project would be placed in the Regional Nursing and Midwifery Career Pathway website.</p> <p>There was support for a review of the Role Development Guide as it is now 10 years old and to make recommendations for the</p>	

	<p>updating of this publication. Cathy agreed to circulate the Role Development Guide (NIPEC 2006) for members' information.</p> <p>Cathy also advised that she was completing the Equality Screening for this Project Plan and would share with Group members. It was agreed that rather than patients/clients be included at this stage of the Equality Screening there should be a reference in the Project Plan that requires organisations who will use the Professional Guidance produced by this project to Equality Screen the Guidance for patients/clients at that point.</p> <p>Brenda asked Group members to share the draft Project Plan with their respective organisations and provide feedback to Cathy by end of August 2016.</p>	
<p>5.</p>	<p>Writing Group: members, objective, timeframe</p> <p>Members of the writing group were sought and the following nominations were agreed: Nurse/Midwife Consultants; Jane Greene, Shona Hamilton, Carmel Kelly and Brian McFettridge; Workforce Leads; Moira Mannion and Annetta Quigley; Universities; Kevin Gormley; Commissioning Consultant; Siobhan McIntyre and NIPEC, Cathy McCusker.</p> <p>Brenda requested that the Group develop a draft of the guidance to be shared with the Group members by the middle of September to enable them to have some time to review the content. Carmel also requested that the Advanced Nursing Practice Framework (DHSSPS 2016) be circulated to Group members.</p>	
<p>6.</p>	<p>Next Steps</p> <ul style="list-style-type: none"> • Cathy to revise Project Plan and send out to Group members for feedback by 25 August 2016. • Cathy & Brenda K. to ask Garrett and Breedagh (respectively) if they have a nomination from their relevant student forums. • Writing Group to meet and draft Professional Guidance first meeting will be held on 11 July at 10am, teleconference and GotoMeet will be available. Those who wish can meet at Cathy's Office, 2nd floor, NIPEC. This draft should be ready to be circulated to Group members by 13 September 2016. • After the next meeting a workshop should be held, possibly October, with Consultant Nurses, Midwives and relevant others on the work produced to date. It was also thought that a second workshop should be held in the New Year to help finalise the guidance. 	

8	Next meeting The next meeting was agreed to be held on 26 September 2016 at 10.00am, Meeting Room, 2 nd Floor, NIPEC. Allison Hume offered her apologies for the next meeting and it was agreed that she would ask Roisin McSwiggan to attend in her place.	
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