

NIPEC/4/2014



Minutes of the Northern Ireland Practice and Education Council Meeting, Wednesday 26th November 2014 at 2.00 pm in the Steeple Suite, Antrim Civic Centre, 50 Stiles Way, Antrim, BT41 2UB, Co Antrim.

Present: Professor C Curran, OBE, Chair
Mrs A McLernon, Chief Executive
Ms D O'Donnell
Dr V Tohani
Mrs M Clarke
Mrs R Burrows
Mrs D Oktar-Campbell
Ms C Rice

In Attendance: Mr E Thom, Head of Corporate Services

Secretariat: Mrs D Meleady, Personal Assistant

1.0 APOLOGIES

Apologies were received from Mr P McGreevy, Mrs A Baxendale, Ms M Lupari, Mrs L Houlihan, Mr P Davidson and Mrs C McArdle.

2.0 CHAIR'S BUSINESS

2.1 No members of the public attended the meeting.

2.2 It was noted that Chair asked Council Members to send apologies in advance of the meetings to reduce costs of hiring of rooms and catering. It was also noted that advertising of the Council Meetings for 2015 would be put into one advertisement at the beginning of the year and also put onto the NIPEC website for convenience.

3.0 MINUTES OF THE PREVIOUS MEETING (*Circulated*)

3.1 Minutes of the meeting held on 3rd September 2014 (NIPEC/3/2014) for consideration.

It was noted that Ms D O'Donnell be noted as present at the meeting held on the 3rd September 2014, subsequent to which the minutes were then agreed.

4.0 MATTERS ARISING

4.1 Update on the DHSSPS's Review of NIPEC's Role and Functions.

No further information available. It was noted that the Review of NIPEC was on the agenda at the forthcoming Accountability Meeting on the 4th December 2014.

5.0 CORRESPONDENCE

5.1 It was noted a letter has been received from Mr R Pengelly, Permanent Secretary and HSC Chief Executive on 8th October 2014 regarding Accountability Review Meetings. This was previously circulated.

5.2 It was noted a letter had been received from Mr R Pengelly, Permanent Secretary and HSC Chief Executive on 28th October 2014 regarding Completion of Board Governance Self-Assessment Tool by all DHSSPS Sponsored Arms Length Bodies for 2014/15. This was tabled for information. Case studies will be required to accompany this.

6.0 OPERATIONAL PERFORMANCE AND SERVICE IMPROVEMENT

6.1 Mrs A McLernon took council Members through her report.

This report provides an overview of the main business activities which have been pursued since the NIPEC Council meeting on 3rd September 2014

Priority: Practice

Revalidation

- NIPEC is working closely with the NMC and DHSSPSNI to take forward Revalidation. The Northern Ireland programme board co-chaired by the Chief Nursing Officer and Director of Human Resources Directorate within DHSSPS, met for the first time on 14 November 2014 to consider a draft project plan which was drawn up by NIPEC.

The Board agreed the programme of work which NIPEC would lead in support of taking revalidation forward. NIPEC would provide a significant role across the nursing and midwifery professions to support the NMC to introduce revalidation across all settings in Northern Ireland and be directly involved in the UK pilot project being taken forward within WHSCT. Frances Cannon was invited to join the UK pilot group chaired by the NMC.

It was agreed that Frances be the project manager supporting a regional working group which would report directly to the Programme Board. Membership of both groups includes representation from across DHSSPS, HSCB/PHA, General Practice, Trusts, Independent and Voluntary sectors, Staff side and Education.

Advanced Nursing Practice Framework

- Cathy McCusker and Brenda Creaney (Project Chair) updated Executive Directors of Nursing and the Chief Nursing Officer (CNO) on the Advanced Nursing Practice Framework and the recommendations in the Project report. Some amendments were suggested by the Executive Directors which were reflected in an updated document. Once the amendments have been made the Framework would be resubmitted with the report to CNO. NIPEC have been requested to prepare to launch the framework. Discussion indicated that NIPEC were likely to be requested to plan to review the Consultant Nurse role.

Recording Care:

- Two workshops were convened to consider the production of:
 - i) A child and family centred nursing assessment and plan of care record for in-patient children's services
 - ii) a person centred nursing assessment and plan of care record for learning disabilities services
- Care Planning: An event took place with engagement from the five Trusts, the aim of which was to review current models used in the planning of nursing care. The event was used to explore how further quality improvement might be achieved in this important area of practice and included presentations on new models of working which have recently been piloted within Trusts.

Priority: Education

Review of Manchester Triage System Triage Cascade Training: -

- This work is nearly completed. A draft high level report was prepared for CNO, along with individual draft reports for each HSC Trust. One overarching recommendation would propose the need to develop a regional framework to support the organisation of MTS cascade training across the five HSC Trusts. Each Trust report would detail recommendations bespoke to that organisation (Frances Cannon) and seek accreditation.

QA of non NMC education commissioned by DHSSPS:

- A final report has been prepared based on eight programmes which have been Quality Assured. The final report would be presented to CNO and then to Council (Frances Cannon).

Promoting Good Nutrition: A Review of Nutritional Awareness Needs of Patients /Clients to inform Nurse Training and Development Needs (HSC Trusts, and the Independent & Voluntary Sector):

- The PGN regional implementation steering group responsible for the implementation of the PGN strategy requested NIPEC to carry out a review and make recommendations to address any gaps. The project was due to be completed within a six month time frame. A working group chaired by Elizabeth Graham NHSCT has been established, relevant scoping tools have been developed and these are due for analysis Dec 2014. Frances Cannon is NIPEC's SPO taking this forward.

Priority: Professional Development

Professional framework for Emergency Care Nursing – Phase 1

- The aim of the project is to develop a model to support the organisation of the Nursing workforce to enable the delivery of safe, effective person centred nursing care within Emergency Departments in the five HSC Trusts across Northern Ireland. The Sub Group for Phase 1 has developed a scoping tool and would engage with ED Nurses/Nursing Assistants across the five HSC Trusts

Career Pathway:

- Carole McKenna continued to engage with stakeholders to progress the development of a Career Pathway for Nursing and Midwifery on behalf of the Chief Nursing Officer. Software was currently being developed for this resource which would be presented at the CNO Business Meeting in February 2015. A mini website is to be launched early in the new year.

Delivering Excellence Supporting Recovery Mental Health Nursing Framework 2011- 2016:

- Carole McKenna developed an Action Plan, in partnership with the PHA, to support the implementation and monitor progress of the recommendations included in the DHSSPS Delivering Excellence Supporting Recovery Mental Health Nursing Framework 2011- 2016.

Strategic Framework for Enhancing Practice Development, Knowledge, Skills and Capacity:

- Carole McKenna continues to host the Regional Implementation Group to support progress and monitor the recommendations included in the Strategic Framework for Enhancing Practice Development Knowledge, Skills and Capacity. A measurement tool to monitor and measure progress has been agreed and would be implemented at quarterly intervals over the next 12 months.

NIPEC Annual Conference - 22nd October 2014 - Armagh City Hotel

'Professional Standards Enhancing Person-Centred Care'

1. 148 people attended, which included speakers and NIPEC staff
2. All presentations and videos have been loaded onto the website together with the delegate list and speaker biographies
3. Overall the conference was deemed a success and the majority of respondents provided positive feedback. In particular the feedback was good regarding the quality of presentations; the key note speaker and abstract presentations.
4. The majority of respondents indicated the venue, including parking facilities were good and the food excellent.

At the Conference:-

- Brenda Devine presented the outputs from the project, NI Midwives and Medicines 2014. These included an interactive education and e-learning package; a list of medicines administered and supplied under Midwives Exemptions accompanied with monographs and a new Maternity Services medication Kardex. A new app would support practice.
- Carole McKenna presented progress to date on the Career Pathway for Nursing and Midwifery at NIPEC's Annual Conference on 22nd October 2014.

Priority: Advice and Guidance

Delivering Care:

- A Drury has continued to work through events managed under the Delivering Care project, to progress the Phase 2, 3 and 4 outputs. These include:
 1. A workshop to progress the use of the BEST RCN workforce planning tool within Emergency Departments
 2. A workshop to agree the way forward for the Health Visiting Phase of the project with lead Health visiting staff across the Trusts
 3. Meetings with the wide range of stakeholders related to district nursing to agree an approach to move forward Phase 3

DHSSPS Workforce Review for Nursing and Midwifery 2015-2025:

- Final paper has been submitted and the Steering group would meet on Friday to consider same (CMcK)

Strengthening the Commitment the Report of the UK Modernising Learning Disabilities Nursing Review (2012).

- NIPEC has been tasked by CNO, Charlotte McArdle to support the implementation of the Northern Ireland Action Plan relating to 'Strengthening the Commitment: - the Report of the UK Modernising Learning Disabilities Nursing Review' (2012). A Northern Ireland Collaborative comprising of a

range of key stakeholders instrumental to the implementation of the Action Plan has been established. The Collaborative is chaired by Dr Glynis Henry, Head of HSC Clinical Education Centre.

- NIPEC in collaboration with DHSSPS are leading a number of engagement events within each of the five HSC Trusts to raise awareness regarding the Northern Ireland Action Plan relating to the report (Frances Cannon).

Priority: Engagement, Partnership and Communication

Regional KPI Advisory group

- Two further meetings were held in August and November. Work is progressing on the parameters and tools to measure and monitor KPIs for absence, vacancies and bank and agency, nutrition, omitted medication and early warning scores.

IPC Lead Nurses Forum

- An interface event took place with IPC Lead Nurses and Higher Education Institution leads to support and lead to the provision of update sessions for teaching staff

Multi-professional Abbreviations

- Brenda Devine facilitated a Multi-professional Abbreviations workshop in partnership with the HSC Safety Forum on 4th November 2014. A total of 40 from the Nursing, Midwifery and Allied Health Professions attended.

Community Maternity Care Project –

- Brenda Devine co-facilitated a Multi-professional Collaborative workshop on the Development of a Maternity Care Pathway for Straight Forward Pregnancies. Although invitations were sent to Women and to General Practitioners, unfortunately none attended, nevertheless a total of 48 Midwives and Obstetricians did attend.

Bereavement Guidance and Care Pathways

- The Bereavement Guidance and Care Pathways that were developed in partnership with the DHSSPS were launched on 30th October 2014 in the Long Gallery Stormont by the Minister of Health. NIPEC facilitated a recording of the Chief Nursing Officer (CNO) endorsing the products, as she was personally not able to attend the event.

Revalidation

- Cathy McCusker provided a portfolio awareness session for eight Marie Curie Nurses and update on the NMC's progress on the model for Revalidation

Attributes Framework

- Video clip prepared by NIPEC IT support team, co-ordinated by Cathy McCusker, to support the promotion of the Attributes Framework and its benefits to the multidisciplinary team. CNO presented this at the launch of the UK Quality Alliance in October.

Nursing and Midwifery Careers

- Promotion of Nursing and Midwifery Careers and the website to students in South Eastern Regional College (Lisburn Campus (15 students) and Ards Campus (25 students)) November 2014 by Cathy McCusker, which built on a similar presentation she delivered last year. It was received very positively and is worthy to note that 11 out of 24 students, last year, were accepted to a Nursing degree programme (6 QUB, 2 UU and 1 each to Dundee, Edinburgh and John Moore's).

UNISON

- Engagement with Gail Adams, Head of Nursing UNISON, to capture feedback on the Draft Code of Conduct for Nursing Assistants facilitated by Cathy McCusker Project Lead with Chair of Project Group and NI UNISON representatives on the Group.

HSC Change Day

- A Drury was involved and presented at the HSC Change Day launch event 16th October 2014 on behalf of nursing and midwifery in Northern Ireland, collaborating with a wide range of senior colleagues across the health and social care system.

NMC Midwifery Committee

- Brenda Devine presented the work of NIPEC to the NMC Midwifery Committee on Midwifery Supervision and support in Northern Ireland

Presentations at Conferences

- A Drury presented on the Recording Care project at the Northern Ireland Endoscopy Nurses conference. 50 people attended.
- A Drury presented the Recording Care Project at the E-health Conference. 80 people attended the parallel session.
- A Drury presented on the products of the Recording Care project at the International Health Informatics Society of Ireland Conference. Approximately 200 people attended the parallel session.
- A McLernon was keynote speaker at the first RCN Defence nursing network study day. The event was attended by around 60 people from across the armed forces.

Priority: Information

Following discussion at professional and business team meetings, it has been agreed to include the following statement at the foot of all **project related** emails, such as those sent to steering and sub/working group members.

In the interests of the environment and to reduce costs and wastage, NIPEC no longer provides hard copies of papers and documents sent in advance of our meetings.

Priority: Evidence

Evidence based practice within NIPEC:

- Carole McKenna established an internal group to implement an Action Plan to ensure evidence based practice within NIPEC. Angela Drury was invited to present to NICE along with the Chief Nursing Officer.

NIPEC's Annual Stakeholder Engagement Event:

- This was held on 2nd October 2014 attended by Senior representatives from the Nursing and Midwifery Council (NMC), HSC Trusts, the Royal College of Nursing, the Royal College of Midwifery, the University of Ulster, HSC Clinical Education Centre and Independent and Voluntary sectors.

Evidence to NICE

- A presentation was made by Angela Drury to the NICE Steering Group for Safe Staffing (London) to describe the approach taken as part of Delivering Care: Phase 1

Priority: Governance and Performance

- Council was asked to note that the DHSSPS Midyear Accountability Meeting would take place on 4 December 2014. A new format was been introduced and a ground clearing meeting already took place with DHSSPS attended by A McLernon and E Thom.
- Council noted that NIPEC submitted the first Quality report to DHSSPS and this was posted on the website to coincide with World Quality Day on 13 November 2014. Copies have been forwarded to stakeholders. No feedback was received from the Department regarding this. A future style may have to be considered
- Council noted that a meeting took place with BSO to explore further opportunities which could provide support of NIPECs ICT systems. BSO have been asked to review current processes and procedures. Mark Jamison will be engaged in this. It was noted that most ALBs are hosted on the BSO Server and they provide regular updates. Edmund Thom is working with Mark Jamison closely on this.

Priority: Workforce

Workforce Plan:

- Carole McKenna held a range of stakeholder engagement workshops, interviews, focus groups and meetings to progress the development of the DHSSPS Workforce Plan for Nursing and Midwifery 2015-2025 on behalf of the Chief Nursing Officer: A final paper was submitted and the Steering Committee would meet this Friday to consider same.

Professional Framework for Emergency Care Nursing Project

- To support the Professional Framework for Emergency Care Nursing Project NIPEC has advertised for a Professional Officer Band 7 one year secondment.

NIPEC Corporate Day

- A successful event was held in October 2014 and 6 key Objectives came out of this event. Work to be followed up on.

Council Members received the Chief Executive's Report.

6.2 NIPEC Consultation Activity Report

A copy of this report had previously been circulated. There was nothing further to report.

7.0 CORPORATE CONTROL & FINANCE

7.1 Head of Corporate Services Report (*Circulated*)

A copy of the Head of Corporate Services report had been previously circulated.

Financial 'Executive Summary for Council' – Month 7 (October 2014)

A copy of the 'executive summary', at (7.3), was tabled for members as the financial statements were not available until mid month.

NIPEC had received notification in a letter dated 5th September 2014 that its RRL was being reduced from £1,393,906 to £1,359,088. This was a reduction of £34,848 which was non recurrent and equates to 2.5%. As the DHSSPS requested within their letter to be provided with details of the key measures which would be introduced to live within this revised RRL a copy of the letter and NIPEC's response was circulated.

Cash Draw forecast for 31st October 2014.

In order for NIPEC to remain within the DHSSPS's year end 5% variance analysis of forecasted draw down NIPEC, at this point in time, has advised

the BSO that it would not be drawing down £35,000 of the total RRL and CRL of £1,372,838.

The estimated anticipated 'Total Cash Requirement for 2014/15' would be £1,337,838. *The £35,000 being reduced from the RRL 'Additional Cash Required to 31/03/2015'. The BSO to advise the DHSSPS of this non recurring surrender of funds.*

Capital Resource Limits – 2014/15 and 2015/16

As part of the October 2014 monitoring – capital programme, NIPEC had confirmed to the DHSSPS that it will achieve full spend of its CRL £13,750 budget by 31 March 2015 and that it will not be seeking additional capital bids for funds within 2014/15.

In response to a letter dated 5 November 2014 from the DHSSPS in regard to a 2015/16 capital budget exercise, NIPEC has informed the DHSSPS that it has no capital contractual committed projects which are essential or inescapable. – NIL Return – Rolling funds for updating equipment.

[It was anticipated that the 2015/16 capital budget will most likely only stretch to cover contractual commitments and inescapable recurrent expenditure]

Financial Planning for 2015/16

NIPEC has received a letter dated 7 November 2014 from the DHSSPS following the NI Assembly draft budget which was endorsed by the Executive on 30 October 2014. The letter explained that whilst front-line health and social care elements of the DHSSPS Budget are protected from reductions the draft Budget also highlights that remaining areas which included Arm's Length Bodies should be subject to budget reductions as per other NI departments.

The letter went on to propose three scenarios for planning:

2014/15 Opening Budget £	Scenario 1 Draft 2015/16 at a 5% reduction £	Scenario 2 Draft 2015/16 at a 10% reduction £	Scenario 3 Draft 2015/16 at a 15% reduction £
1,393,936	1,324,239	1,254,542	1,184,846
Required savings	69,697	139,394	209,090

In order to achieve each of the above proposals, details were requested by the DHSSPS by the 17 November 2014, which for NIPEC was extended to the 21 November 2014.

Risk Register

A quarterly 'Assurance Framework: Corporate Risks 2014/15, (version 5 – November 2014)' has been circulated at (7.4).

Strategic Outline Case/ Business case for NIPEC accommodation lease break on 30 November 2015.

Copy of a paper outlining the background to the above and a way forward was circulated at item (7.2.4).

Draft Business Plan 2015-16

As part of the 'NIPEC Council Annual Governance Cycle' a draft plan would be taken to the Council Business Planning workshop, scheduled for the morning of the 26th November 2014, for Council's consideration.

It was noted that the Department's objectives which would be normally set at this time of the year for its ALB business plan objectives for 2015/16 had been delayed due to the budgetary pressures referred to at 1.3 above.

It was also noted that the overpayment to Colliers had now been received.

Angela McLernon thanked Edmund Thom for all his hard work.

Council Members received the Head of Corporate Services Report.

7.2 Report from Standing Committee

Deirdre O'Donnell thanked Dr Vinod Tohani for taking the meetings on her behalf.

7.2.1 Confirmed Minutes of the Audit and Risk Committee Meeting AC/2/2014 held on 27th May 2014 (***these minutes had been previously circulated***)

7.2.2 Confirmed Minutes of the Audit and Risk Committee Meeting AC/3/2014 held on 26th June 2014 (***these minutes had been previously circulated***)

7.2.3 Unconfirmed Minutes of the Audit and Risk Committee Meeting AC/4/2014 held on 14th October 2014 (***Circulated***)

Attention was drawn to the following:

4.4.1 Business Services Organisation

It was noted that Mr David Bingham would be attending the next Audit and Risk Committee Meeting scheduled for the 10th February 2015.

5.2 Department of Health, Social Services and Public Safety – Removal of Delegated Limits for Office Accommodation Leases – PEL(14)04

It was noted that Edmund Thom has already raised this.

A copy of the proposed timeframe for work on the Strategic Outline Case/ Business Case for break in NIPEC accommodation lease was previously circulated.

7.3 A copy of the NIPEC – Executive Management Summary for Council was tabled for information.

7.4 NIPEC High Level Risk Register had previously been circulated.

Edmund Thom took Council Members through the Risk Register and updated them on a number of updates from the previous version.

8.0 SAFETY AND QUALITY

8.1 A copy of an Update on NIPEC Projects

An updated version of the above was tabled for information. Angela McLernon updated Councils Members on the following projects:

- Recording Care: Evidencing Safe and Effective Care – Phase2
- All Ireland Practice and Quality Database

9.0 CHIEF NURSING OFFICER UPDATE

A written update was given on behalf of the Chief Nursing Officer on a number of strategic priorities. These included:

- Q2020 Attributes Framework – Supporting Leadership for Quality Improvement and Safety.
- Shape of Caring Review
- HSCNI Engagement with the Institute for Health Improvement (IHI)
- District Nursing Review and RCN Conference
- Patient Experience Survey DHSSPS
- Draft Mental Capacity Bill
- Revalidation
- Workforce Review
- Nursing and Midwifery Strategy

Council Members received the update from the Chief Nursing Officer

10.0 ANY OTHER BUSINESS

10.1 A brief discussion took place at ways to reduce usage of paper for future Council Meetings. It was noted that there was no finance to buy note books for Council Members but also recognising that Council Members are not remunerated and it would be unfair to ask them to print off the material themselves. It was suggested that the matrix could be presented as a powerpoint presentation with exception reporting taking place. Council

Members were to decide on what their preference would be as to whether to have hard copies sent out to them and to inform Deirdre Meleady.

It was also agreed to look at other venues to save on cost. Examples were South East Trust Innovation Centre and also Clifton House.

- 10.2 A copy of the Schedule of dates and venues for Council Meetings in 2015 had been previously circulated.

11.0 DATE, TIME AND VENUE OF NEXT WORKSHOP AND MEETING

The next public meeting of NIPEC Council will be held on Wednesday 4th March 2014 at 2.00 pm. Venue: Main Room, Belfast Central Mission, Belfast.

At this point the public will be asked to leave the meeting due to the confidential nature of further business.

CHAIR _____

DATE _____

