

**Recording Care: Evidencing Safe and Effective Care  
Steering Group Meeting**



Thursday 14 December 2017 14:00-16:00hrs

NIPEC Offices, Belfast

**ACTION NOTES OF MEETING**

**Present:** Nicki Patterson, Executive Director of Nursing (Chair), SEHSCT NP  
 Donna Keenan, Assistant Director of Nursing, WHSCT DK  
 Karen Devenney, Senior Nurse Manager, BHSCT, obo Irene Thompson KD  
 Dawn Connolly, Governance Lead Nurse, obo Margaret Marshall, SHSCT DC  
 Susan Carlisle, Nurse Lecturer, QUB SC  
 Suzanne Pullins, Deputy Director of Nursing, NHSCT SP  
 Briega Quinn, Nursing Consultant, PHA BQ  
 Angela Reed, Senior Professional Officer, NIPEC AR

**Apologies:** Maurice Devine, Assistant Head, CEC  
 Heather Finlay, Nursing Officer, DoH  
 Claire Büchner, CCIO Nursing, PHA  
 Linda Kelly, Assistant Director of Nursing, SEHSCT  
 Margaret Marshall, Assistant Director of Nursing, SHSCT  
 Irene Thompson, Co-Director of Nursing, BHSCT  
 Linzi McIlroy, Senior Professional Development Officer, RCN

**In Attendance:** Linda Woods, Secretary, NIPEC

Agenda item	Action to be taken	Action by
1	<p><b>Chair’s remarks, Apologies and Notes of the last meeting held on 21 September 2017</b></p> <p>NP welcomed everyone to the meeting. Apologies noted as above.</p> <p>Briega Quinn, Consultant Nurse, PHA, joined the meeting to give a presentation and update on the ‘You in Mind’ Mental Health Pathway record.</p> <p>Notes of the last meeting held on 21 September 2017 were agreed as an accurate record.</p> <p><u>Matters Arising</u></p> <p>An alternative nomination from NIPEC Council members to replace Deborah Otkar-Campbell was currently ongoing. A number of individuals had shown interest and NIPEC was working through a process to select a member of Council.</p> <p>All other matters arising are taken under agenda items.</p>	

<p><b>2</b></p>	<p><b>Update from Mental Health Pathway</b></p> <p>Briege Quinn provided the Steering Group with an update from the Mental Health Pathway. During her presentation, Briege gave some detail on the Mental Health Multi-Disciplinary Expert Reference Group inclusive of Nursing Leads from each Trust, Royal College of Psychology, OT and NISCC, DoH. This project has been ongoing from 2014<del>2</del>. A range of different documents had been produced during the period of development. Michelle Burke, professional Officer NIPEC had been working with Briege and the nursing representation from the ERG to ensure the documents reflected the approach to other nursing records across the region. The core documentation and guidance to be signed off in <del>April</del>January 2018 from which each specialism could add to. CEC to provide training to all Trusts.</p> <p>Questions from SG members included whether or not NISAT had been explored – which it had, the opportunity for testing electronic solutions across all trusts, which is not currently an option due to the systems available being different; and the link to the future work of Encompass NI.</p> <p>BQ was asked to circulate lists of ERG nursing member via AR to SG members along with the presentation.</p>	<p><b>BQ to send AR ERG nurse membership list and presentation for circulation to SG</b></p>
<p><b>3</b></p>	<p><b>Presentation: Using a standardised Nursing Language</b></p> <p>AR gave the SG a presentation on Using a Standardised Nursing Language.</p> <p>Debate took place in relation to whether or not there would be an agreed language for Encompass and if a nursing language would be a part of the discussion. Members concurred that nurses and midwives needed to be engaged in the selection of appropriate languages. It was also acknowledged that the approach could begin a movement away from person-centred approaches. It was agreed this element would require careful consideration.</p> <p>Following discussion AR to check with Gary Loughran, (Programme Director Encompass) for clarity around the thinking of the use of SNOWMED-CT. following that, some discussion may be required by NP with EDoNs and CNO.</p> <p>The opportunity to run a regional symposium on standardised nursing languages as a part of the standards objective in the phase three project plan was agreed as a good first step – to be arranged when clarity had been sought from GL.</p>	<p><b>AR to circulate presentation to SG</b></p> <p><b>Symposium to be organised for March 2017.</b></p>
<p><b>4</b></p>	<p><b>Working Group Report</b></p> <p>SP gave a report on the Working Group activity.</p> <p><u>Adult document</u></p> <p>Final draft sent out for testing. The record had been divided into two booklets, the assessment and care planning pages. The care planning section had also been divided into traditional care planning and another for the PACE framework. Testing in all 5 HSC Trusts was taking place, testing duration increased from 2 weeks to 4 weeks. Amendments from feedback reviewed and agreed by trust representatives would be taken to the Recording Care Working Group 10<sup>th</sup> January 2018.</p> <p><u>Care Planning</u></p>	

	<p><u>PACE</u></p> <p>All HSC trusts were in differing positions relating to implementation.</p> <p>Current positions of 4 trusts:</p> <p>3 trusts had 2 wards, the other has more than 2.</p> <p>Significant challenges were being reported from the facilitators relating to sustaining the PACE approach. It was acknowledged that this was in part due to staffing and winter pressures. Following discussion, SG members agreed to support a workshop to bring together QI expertise, ward sisters/ charge nurses, ward champions, facilitators and others involved to discuss the potential for sustainability plans going forward. AR to explore opportunities to convene a workshop in early April 2018.</p> <p>In addition the opportunity to involve CEC was discussed under existing SLAs – it was agreed that ADs for governance would need to update Ads for Workforce and Education. AR to make contact with Maurice Devine at CEC.</p> <p><u>Mental Health</u></p> <p>Briege Quinn had provided an update to Steering Group.</p> <p><u>Learning Disabilities</u></p> <p>Assessment record was ready for implementation. Implementation on hold until adult record final draft is agreed as some of the risk assessments had been updated. Improvement work underway.</p> <p><u>ED Document and Care Planning</u></p> <p>Record available. Implementation of record and PACE ongoing. Significant staff changes in 3 out of the 9 departments were creating challenges alongside winter pressures which was hindering the implementation process.</p> <p>1 Department experiencing no issues, implementing as planned, MB currently in discussion with each ED separately to establish positions.</p> <p>At this point it was recognised that RQIA had been carrying out acute Hospital Inspections. AR to make contact with Kathy Fodey RQIA to get a sense of whether or not there was any improvement in the standard of record keeping practice in the PACE wards.</p> <p><u>Specialist Nurse</u></p> <p>Two meetings had taken place which had reviewed current practice and provided an awareness session on the PACE principles. ST have introduced PACE to 3 specialist areas in the community and this was working well. Next meeting would look at how PACE would work in nurse specialist setting.</p>	<p><b>AR to explore opportunities to convene a workshop in early April 2018.</b></p> <p><b>AR to make contact with Maurice Devine CEC</b></p> <p><b>AR to write to KF to link regarding the RQIA acute hospital inspections.</b></p>
<p><b>5</b></p>	<p><b>Shared Learning from Improvement and HSC Trust</b></p> <p>AR presented a slide for discussion around the exception report of HSC trust audits using the short NOAT tool. 61 wards had been audited in the last quarter. Four areas were agreed as a focus for the next QQF. A further newsletter to be provided celebrating the successes of 2017.</p>	<p><b>QQF to be sent out and newsletter to be produced celebrating successes of 2017.</b></p>

6	<p><b>Encompass Update</b></p> <p>NP reported on the Encompass Programme Board. NP is the nurse representative on the Programme Board. CMO, Dr M McBride is now SRO for the project and is chairing the Programme Board. The first meeting of the reconstituted Board took place on 10 November 2017.</p> <p>GL had provided a presentation and noted that Will Smart CIO NHS England had been approached and agreed to be a critical-friend. There would also be further opportunities to engage other 'critical-friends' as the programme of work progressed.</p> <p>High level programme definition document reviewed and discussed.</p> <p>Workshop scenarios – positive feedback provided from GL. AR to make contact with GL for update for Steering Group in terms of the numbers of nurses and midwives who had been able to attend.</p> <p>An Executive Assurance Group is to be formed as a route to increase representation from all professional groups and strengthen linkages with other non-technical programmes of work, with the potential for programme board to call on members as required dependent on topic.</p> <p>Membership would provide the opportunity to engage nurse leaders and AHP colleagues who are not represented on the Programme Board. Business case with DoH at the moment. Next meeting February 2018.</p>	AR to check with GL re scenario workshops
7	<p><b>HSC Trust Record Keeping Projects</b></p> <p>No reports at present.</p>	
8	<p><b>Next Steps</b></p> <p>AR reviewed actions as above.</p>	
9	<p><b>Any Other Business</b></p> <p>AR updated on progress for the submission of the HEI proposal for the Evaluation of PACE. AR had been working with Tanya McCance, Ulster and Kevin Gormley, QUB regarding submission of a proposals paper to the R&amp;D Office for end of January 2018.</p> <p>SP reported that SQE candidates were working well and progressing in the programme.</p>	
10	<p><b>Date and time of next meetings:</b></p> <p>14 March 2018 at 2.00-4.00pm venue RCN Boardroom Windsor Avenue Belfast</p> <p>13<sup>th</sup> June 2018 at 2.30-4.30pm NIPEC Offices Belfast</p> <p>12<sup>th</sup> September 2018 at 2.00-4.00pm NIPEC Offices Belfast</p> <p>5<sup>th</sup> December 2018, at 2.00pm-4.00pm NIPEC Offices Belfast</p>	
Action	Comment	Completed/On-going
BQ to send AR ERG nurse membership list and presentation for circulation to SG	Presentation sent awaiting membership list	Completed

<b>AR to circulate standardised language presentation to SG</b>		<b>Completed</b>
<b>Symposium to be organised for March 2017</b>	<b>Symposium tentatively identified for 15<sup>th</sup> March 2018</b>	<b>Completed</b>
<b>AR to explore opportunities to convene a workshop in early April 2018</b>	<b>Workshop will be held 28<sup>th</sup> March 2018 due to funding opportunities.</b>	<b>Completed</b>
<b>AR to make contact with Maurice Devine CEC</b>		<b>Completed</b>
<b>AR to write to KF to link regarding the RQIA acute hospital inspections</b>		<b>Completed</b>
<b>QQF to be sent out and newsletter to be produced celebrating successes of 2017.</b>	<b>QQF completed newsletter in production</b>	<b>Ongoing</b>
<b>AR to check with GL re scenario workshops</b>		<b>Completed</b>