


Recording Care: Working Group
29th January 2019, 14:00 – 16:00hrs
Meeting Room, NIPEC and by teleconference
Teleconference details:

All participants must dial extension 36 1551 from an internal Cisco phone or 028 9536 1551 from outside organisation to access the teleconference.

When prompted, participants must enter 336 1169 followed by a # to join the teleconference instantly.

AGENDA

No.	Agenda Item	Associated Papers
1	Welcome and apologies	
2	Notes of the previous meeting	 Draft Action Notes 24 Oct 18 Final.docx
3	Matters Arising <ul style="list-style-type: none">• Adult record<ul style="list-style-type: none">› Printing numbers of adult record› Old stock levels› Use of PACE document only› Cost savings• Scale and spread project	
4	Feedback from Steering Group <ul style="list-style-type: none">• MH pathway update• Project Plan• PACE facilitators workshop• Update from Claire Buchner re: Encompass	
5	Encompass Update	
6	Work streams for working group <ul style="list-style-type: none">• Short stay workshop• Children's improvement work• Emergency Department record and improvement work<ul style="list-style-type: none">› Use of 'flimsy'› Records governance on ward transfer• Learning Disabilities record and improvement work• Care Planning<ul style="list-style-type: none">› PACE facilitators workshop – feedback: repetition and retrospective record keeping practice• NOAT	
7	Any Other Business <ul style="list-style-type: none">• Inclusion of handover principles	
8	Date and time of next meetings:- Friday 15 March 2019 at 10.00am-12.00md Thursday 16 May 2019 at 10.00am-12.00md Thursday 25 July 2019 at 10.00am-12.00md Friday 6 Sept 2019 at 10.00am-12.00md Wednesday 27 Nov 2019 at 10.00am-12.00md	