

Recording Care Working Group Meeting

**NIPEC Meeting Room, Belfast
Friday 15th March 2019, 10 am -12 pm**

Attendance:

Suzanne Pullins	Assistant Director Nursing (Chair)	NHSCT	SP
Linda Kelly	Assistant Director Nursing (Teleconference)	SEHSCT	LK
Penny Moore	Lead Nurse, Governance	WHSCT	PM
Mary McCullagh	Acting Assistant Nursing Service Manager for Surgery and Anaesthetics	WHSCT	MM
Lynn Wightman	Lead Nurse, Safety & Quality	BHSCT	LW
Angela Reed	Senior Professional Officer	NIPEC	AR
Jane Patterson	Patient Safety Officer	SEHSCT	JP
Gillian McKee	Professional Officer	NIPEC	GMcK
Dawn Mackin	Nursing Governance Co-ordinator	SHSCT	DM
Margaret Davison	Senior Nurse, Quality, User Experience and Patient Pathways	NHSCT	MD
Ruth Marks		SEHSCT	RM

Apologies:

Susan Carlisle	Nurse Lecturer	QUB
Ann Marie Tunney	Nurse Lecturer	Ulster
Dawn Connelly	Senior Nurse Manager Nursing Governance	SHSCT

Notes: Lukasz Karpinski, Programme Administrator NIPEC **LKa**

Agenda Item	Notes	Action
1	Welcome and apologies. SP welcomed attendees. Apologies taken as above. Round of introductions completed.	
2	Notes of the previous meeting. Action Notes of 29 January 2019 discussed and agreed.	
3	Matters arising. <u>Transforming Nursing and Midwifery Data (TNMD) project update</u> <i>TNMD Officer update</i> AR updated the group regarding funding for 6 whole time equivalent TMND officers in the HSC Trusts. BHSCT further recruiting due to long term sick leave. Possibility for a further 5 officers regionally depending	

	<p>on Transformational funding allocation in Year 1 of project. CNO advised, by letter of comfort, that funding for TNMD project is secured until 30 June 2019.</p> <p>PM update: Marianne Walsh transferred to a new post on 1st March 2019. During her time as a TMND officer, there was evidence of improvement with implementation of PACE into ward settings. Readvertisement of this post is not being completed due to uncertainty of funding. AR to escalate this with NIPEC CE.</p> <p>SP update: NHSCT have introduced an award for best record keeping. AR and GMcK to explore possibility of doing this regionally, with NIPEC co-ordinating.</p> <p><i>NIPEC work streams' update</i></p> <p><u>Adult Record</u></p> <p><i>'Go live' date</i></p> <p>AR reiterated the 29 April 2019 as the 'go live' for the new adult document. Also advised possibility of webinar on NIPEC's website as a resource for the implementation of the adult document.</p> <p>AR advised the group of a few queries from trusts regarding training and challenges they may face. GMcK advised there were enquiries regarding age in relation to use of the adult document with adolescents being cared for in the adult setting. SP advised that Trust policies and processes should be followed in relation to this. Information given to the group in relation to the risk assessments in the adult document being validated for use with adults only. SP advised that specialists should be consulted in relation to the appropriate risk assessment to be used for 16-18 year olds. Form of words to be added to guidance by GMcK in relation to documentation and under 18 year olds being cared for in adult settings. The group were advised that SET have the resource of a liaison nurse who tracks the location of adolescents being cared for in the adult clinical settings and is a support and resource in relation to the care of same.</p> <p>Discussion held regarding the review of risk assessments when people move location of care. A form of words to be added to the document in relation to this i.e. professional judgement should be used and local guidance and policies should be adhered to.</p> <p>GMcK discussed query regarding need for inclusion of skin check in the review risk assessment section. SP advised that one Trust does not have other body mapping documents and therefore it would need to be included. Also discussion held that it should be clear what date the skin integrity issues were observed when documenting on the review skin check page. GMcK to add this to the guidance</p> <p><i>Printing numbers of Adult Record and continuation booklet</i></p> <p>PM update: informed group that she is awaiting information in relation to</p>	<p>AR to escalate funding of Trust post with NIPEC CE</p> <p>AR and GMcK to explore possibility of record keeping award regionally</p> <p>AR to explore possibility of webinar resource to support new adult document</p> <p>GMcK to add form of words to adult guidance notes in relation to under 18 year olds being care for in the adult setting</p> <p>GMcK to add need for documenting date of the skin integrity observation (skin check review page) to the adult document guidance notes</p>
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	<p>the number of continuation booklets being ordered currently. This will inform estimation of projected usage figures. PM to forward this information to GMcK. GMcK to confirm with procurement that the adult document will be available at ward level on the 29th April 2019</p> <p><i>Old stock levels</i></p> <p>PM to obtain costing of disposal of the document currently in use post 'go live date'. AR to advise Nicki Patterson of cost to dispose, when known, and to seek advice how this cost should be met</p> <p><i>Support resources</i></p> <p>GMcK to conduct awareness sessions in the WHSCT. This offer of support was extended to all Trusts. GMcK has sent draft presentation to the PACE Facilitators for comments. Presentation and guidance notes will be available on the NIPEC website 19 March 2019</p> <p><i>Retrospective and chronic need(s)/repetition record keeping</i></p> <p>AR advised that PACE Facilitators have raised issues with repetitious record keeping with care needs that are ongoing and unchanging. Advice given by AR that unchanging, chronic care needs must be documented but gave advice how repetitious content could be managed in relation to assessment, planning of care and evaluation of care. There must be an assurance that the assessment and plan of care is robust and registered nurses must ensure there is evaluation of the care interventions. Same advice given to PACE facilitators and await feedback.</p> <p>Discussion held around how long after care intervention that record keeping would be defined as retrospective. Await information in relation to guidance around the area of recording retrospectively from RCN. AR to action.</p> <p><u>Adult Short Stay record</u></p> <p>GMcK update: first draft at Medical Illustrations and next meeting of ERG on 28 March 2019.</p> <p><u>Children's Short Stay record</u></p> <p>AR update: meeting held on 13 March 2019. Review of the 'Me and My Family' document is planned and formatting of a new document for 24-72 hour care setting. Michelle Burke (SET) leading this work but funding for this work, via an associate, ends March 2019. GMcK to carry this work forward. Suggested date of completion September 2019.</p> <p>AR advised the group of discussion held at expert reference group meeting in relation to the use of STAMP risk assessment tool. Only to be used with children who are 2 years old or more. Reference made that research is minimal in relation to the tool and also that the research was funded by a nutritional company. Discussion also held regarding MUST tool not for use with people less than 18 years old.</p>	<p>PM to forward projected usage figures of continuation booklet to GMcK</p> <p>GMcK to confirm with procurement that adult document will be available at ward level on 29 April 2019</p> <p>PM to obtain costing of disposal of the document</p> <p>AR to advise Nicki Patterson of cost to dispose and to seek advice as to how cost will be met</p> <p>GMcK to make presentation and guidance notes available on the NIPEC website by 19 March 2019</p> <p>AR to obtain information regarding retrospective record keeping from RCN</p>
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	<p><u>PACE roll out</u></p> <p>GMcK updating Gantt chart. AR advised that NIPEC are looking to the branding of PACE in the new financial year.</p>	
4	<p>Feedback from Steering Group.</p> <p><u>TNMD Project Plan</u></p> <p>Update regarding project plan given by AR and in relation to tender process for Encompass.</p> <p><u>Briefing Paper for Steering Group from Claire Buchner</u></p> <p>No update from Claire to date.</p>	
5	<p>Encompass Update.</p> <p>As above</p>	
6	<p>Work streams for working group.</p> <p><u>Adult Short stay</u></p> <p>As per Agenda Item 3</p> <p><u>Children's improvement work</u></p> <p>As per Agenda item 3</p> <p><u>Emergency Department record and improvement work</u></p> <p>Auditing in EDs being carried out but not reported to Steering Group. GMcK to contact Margaret Kyle regarding current audit indicators in ED.</p> <p><u>Learning Disabilities record and improvement work</u></p> <p>Eilish Boyle from NIPEC leading this work. Meeting scheduled in April by way of potentially restarting learning disability documentation work.</p> <p><u>Care planning</u></p> <p>GMcK update: GMcK and AR updated group re. visit to SET to view eDAMS. This was facilitated by JP and RM. Offer of trust visit for TMND officers. Ruth to liaise with GMcK in relation to this.</p> <p>RM update: advice from RM that system is being improved upon ongoing and this should help support Encompass.</p> <p><u>NOAT</u></p> <p>GMcK update: indicators mapped to the new adult document and will be discussed with PACE Facilitators at next meeting. New version to be used to report on audit in first quarter of 2019-2020.</p> <p><u>Inclusion of handover principles (to be added in due course)</u></p> <p>AR update: AR discussed need for a set of principles that would work with PACE. Suggested one ward per trust to test principles that have been formatted. Pilot to be included on the agenda of the next working group meeting</p>	<p>GMcK to contact Margaret Kyle regarding current audit indicators in ED.</p> <p>RM to liaise with GMcK in relation to SET visit to observe eDAMS</p> <p>Test of new handover principles to be on agenda for next working group meeting</p>

7	Any Other Business. PM advised group of appointment of Mental Health Nurse Lead. PM to introduce AR to Nurse Lead in order to discuss way forward in relation to mental health recording of care	PM to introduce AR to mental health nurse lead WHSCT
8	Date and time of next meeting. Thursday 16 May 2019, NIPEC Meeting Room, 10am -12pm	

ACTION	Comment	Completed/On going
15th March 2019		
AR to escalate funding of Trust post with NIPEC CE		Completed
AR and GMcK to explore possibility of record keeping award regionally		Ongoing
AR to explore possibility of webinar resource to support new adult document		Completed
GMcK to add form of words to adult guidance notes in relation to under 18 year olds being care for in the adult setting		Completed
GMcK to add need for documenting date of the skin integrity observation (skin check review page) to the adult document guidance notes		Completed
PM to forward projected usage figures of continuation booklet to GMcK		Completed
GMcK to confirm with procurement that adult document will be available at ward level on 29 April 2019		Completed
PM to obtain costing of disposal of the document		Completed
AR to advise Nicki Patterson of cost to dispose and to seek advice as to how cost will be met		Completed
GMcK to make presentation and guidance notes available on the NIPEC website by 19 March 2019		Completed
AR to obtain information regarding retrospective record keeping from RCN		Ongoing
GMcK to contact Margaret Kyle regarding current audit indicators in ED		Completed
RM to liaise with GMcK in relation to SET visit to observe eDAMS		Completed
Test of new handover principles to be on agenda for next working group meeting		Completed
PM to introduce AR to mental health nurse lead WHSCT		Ongoing