



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


**NIPEC Offices, Belfast
Thursday 29th March, 2018**

In Attendance:

Linda Kelly	Assistant Director Nursing	SEHSCT	LK
Suzanne Pullins	Assistant Director Nursing	NHSCT	SP
Jane Patterson	Patient Safety Officer	SEHSCT	JP
Naomi Baldwin		NHSCT	NB
Elish Boyle	OBO Deirdre Cunningham	CEC	EB
Paula Fearon	Governance Lead	SHSCT	PF
Michelle Burke	Professional Officer	NIPEC	MB
<u>Apologies:</u>	Liz Campbell		
Ruth Bailie	Penny Moore		
Donna Gallagher			
Susan Carlisle			
Dawn Connolly			

Agenda Item	Notes	Action
1	Welcome and apologies LK welcomed everyone to the meeting. Apologies noted.	
2	<p>Matters Arising</p> <p>Action notes of 10th January were agreed as an accurate record of the meeting.</p> <p><i>Adult record review</i></p> <p>The record has been through significant consultation, attached timeline of process:</p> <p> Timeline of the cons process 2017.docx</p> <p>The majority of the agenda time was given over to agreeing the implementation plan of the adult record.</p> <p>1. Feedback from December's testing resulted in minimal changes</p> <p>Summary log of feedback:</p> <p> Adult record review 10th jan 18.docx</p> <p>2. Feedback from the 4 week testing phase in December 2017 and from PACE facilitators in all 5 HSC Trusts indicated that it would flow better as one booklet but two sections – initial and ongoing.</p> <p>3. The PACE facilitators also highlighted the requirement to evidence if identified needs were acute or existing.</p> <p>4. As agreed at the last meeting, MB had contacted the following individuals/groups involved in the risk assessments etc and sourced the up to date versions of the resources, assigning a QR code aiding ease of access.</p>	

	<ul style="list-style-type: none"> ○ IPC <ul style="list-style-type: none"> ○ IPC forum Naomi Baldwin ○ Delirium <ul style="list-style-type: none"> ○ PHA Nicola Cullen – the delirium tool has only just been implemented , the ADN's have advised that to remove from record ○ Moving & Handling <ul style="list-style-type: none"> ○ Ergonomics NI Back Exchange Maria Rush ○ Falls/Bedrails <ul style="list-style-type: none"> ○ Falls Nurse Sharon Love NHSCT ○ MUST <ul style="list-style-type: none"> ○ Dietitian Paul Mullholland SEHSCT ○ SPO Cathy McCusker PGN strategy group ○ Braden/Skin check <ul style="list-style-type: none"> ○ TVN leads NI ○ Authors of Braden Scale , America ○ Audit-C <ul style="list-style-type: none"> ○ Dr Keith Kerrigan Consultant Clinical Psychologist NHSCT ○ Critical medications <ul style="list-style-type: none"> ○ Governance Pharmacist Jilly Redpath SHSCT <p>1, 2, 3 and 4 informed version FEB18 one booklet with 2 sections.</p> <p>The record will be formatted by medical illustration adhering to the national standards. The estimated timeframe for completion is mid -April.</p> <p>Next steps:</p> <ul style="list-style-type: none"> ● Convene meeting with ADN, WG and PACE facilitators to: <ul style="list-style-type: none"> ○ agree the changes, principally 2 and 3 ○ agree an implementation plan ● AR to discuss guidance with LK. <p><i>Update on MH pathway</i></p> <p>MB updated on this work stream – AR will replace MB.</p> <p>MB updated a second meeting with Briege Quinn and Martina Mc Cafferty (leads on MH Pathway) regarding PACE. BQ and MM will review how this could be implemented and link back with AR.</p> <p><i>Bed end charts</i></p> <p>Discussion was held and it was agreed that this would be a very significant piece of work. LK to raise at SG.</p> <p><i>Regionally agreed standards</i></p> <p>MB advised that the process for RCN endorsement was complete and that HCSW reference needed to be replaced by Nursing Assistant.</p>	<p>AR to discuss with LK</p> <p>LK to raise at SG</p> <p>AR to Update standards</p>
3	<p>Feedback from Steering Group</p> <p>Updated at last WG meeting</p> <p><i>Shared Learning from Improvement and HSC Trust</i></p> <p>Updated at last WG meeting</p>	
4	<p>E-record</p> <p>No further updates</p>	

5	<p>SQE</p> <p>LK provided an update. MB demonstrated share point that was sent up to facilitate communication, this can be access across HSC. One has also been set up for PACE facilitators group.</p>	
7	<p>Work streams for WG</p> <p>Nurse specialist care settings – principles for practice</p> <p>MB provided an update – principles for practice have been drafted, this work will be handed over to AR.</p> <p>Children’s Record</p> <p>MB advised that there had been significant desire from children’s inpatient to produce a record for short stay areas. It had been previously agreed that improvement work and sustaining implemented work would take priority over development work. LK to raise again at SG.</p> <p>Emergency Department Record</p> <p>MB provided an update – the record has been implemented in 8 out of the 9 ED’s and will be implemented in the remaining 1 , April 18. There was variation in the implementation of PACE due to unprecedented winter pressures.</p> <p>Learning Disabilities (LD) Record</p> <p>MB provided an update –the assessment record has now been updated. The group has access to NOAT and improvement resources.</p> <p>Care Planning</p> <p><i>Care settings – implemented PACE</i></p> <p>Care settings that have implemented PACE are now available on the record keeping microsite: http://www.nipec.hscni.net/resource-section/improve-record-keeping/pace/</p> <p><i>Implementation plan</i></p> <p>Increased implementation plan to 20 weeks discussed. SP emphasised the importance of holding gains.</p>  <p>REVISED IMPLEMENTATION AN</p> <p>This would be agreed at the next PACE facilitators meeting and the spread plan would be updated</p> <p><i>Recent events</i></p> <p>The 2 events</p> <ul style="list-style-type: none"> ○ nursing language symposium ○ PACE implementation/embedment <p>Were discussed and feedback will be given at the next meeting</p> <p>NOAT</p> <p>Through the expert reference groups and PACE facilitators the NOAT indicators have been aligned with the following care settings:</p> <ul style="list-style-type: none"> ○ Adult in-patient 	<p>LK to raise at SG</p> <p>GANTT to be agreed and spread plan updated</p> <p>AR put on agenda next PACE facilitators meeting</p> <p>AR to provide report</p>

	<ul style="list-style-type: none"> ○ Children's inpatient ○ Emergency Department ○ Learning Disability <p>These indicators are available on the record keeping microsite and will be put on the NOAT online system in due course. Currently BT and NT are the only trust utilising the online system.</p> <p>Discussion followed regarding the process for using the short NOAT and long NOAT. Having 2 audit tools for record keeping may lead to inability to use data efficiently . It was also agreed that now these resources and tools are available an implementation plan would be required. LK to raise both issues at SG.</p>	<p>LK to raise at SG</p>
<p>8</p>	<p>Any Other Business</p> <p><i>Future meetings</i> AR will be responsible for the WG meetings.</p> <p><i>Reporting on work streams</i> Discussion was held around reporting on the progress of implemented work streams. It was agreed that it would be the responsibility of the trust representatives to report at meeting progress of work streams.</p> <p>LK and SP acknowledged and thanked MB for managing the working group.</p>	<p>To be placed on the agenda MB to send out template</p>
<p>9</p>	<p>Date and time of next meeting: Wednesday 6th June , 2018 14:00-16:00 , NIPEC Building , Belfast</p>	