

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

**NIPEC Offices, Belfast
Thursday 2nd November, 2017**

In Attendance:

Suzanne Pullins	Assistant Director Nursing	NHSCT	SP
Liz Campbell	Safe & Effective Care Manager	SEHSCT	LC
Jane Patterson	Patient Safety Officer	SEHSCT	JP
Karen Devenney	Senior Manager	BHSCT	KD
Naomi Baldwin	Lead Nurse	NHSCT	NB
Penny Moore	Lead Nurse	WHSCT	PM
Jacqueline Rafferty	Nurse Development Lead	BHSCT	JR
Deirdre Cunningham	Nurse Education Consultant	CEC	DCM
Dawn Connolly	Governance Lead	SHSCT	DC
Paula Fearon	Governance Lead	SHSCT	PF
Evelyn Mooney	OBO Donna Gallagher	OU	EM
Michelle Burke	Professional Officer	NIPEC	MB




Apologies:



Ruth Bailie
Donna Gallagher
Susan Carlisle

Teleconference:

Linda Kelly
Anne marie Tunney

Agenda Item	Notes	Action																
1	Welcome and apologies SP welcomed everyone to the meeting as the new Co-Chair of the working group. A round of introductions was taken.																	
2	<p>Matters Arising</p> <p>Action notes of 5th September were amended and agreed as an accurate record of the meeting.</p> <p><i>Adult record review</i></p> <p>The majority of the agenda time was given over to agreeing amendments to the adult assessment record.</p> <p>As this was an extensive process it was agreed to complete on an agreed date in 2 weeks.</p> <p>The following timescales will therefore have to be adjusted:</p> <table border="1"> <tr> <td>15th September</td> <td>Feedback from the working group due</td> </tr> <tr> <td>15th September to Mid-October</td> <td>Record amended using feedback</td> </tr> <tr> <td>Mid October to End October</td> <td>2nd draft sent out to group and electronic agreement sought on amendments</td> </tr> <tr> <td>End October</td> <td>Agreement on amendments</td> </tr> <tr> <td>End October to Mid-November</td> <td>Small scale review in clinical environment</td> </tr> <tr> <td>Mid November</td> <td>Feedback due</td> </tr> <tr> <td>Mid November to End November</td> <td>Amendments made from small scale review</td> </tr> <tr> <td>End November</td> <td>Final draft complete</td> </tr> </table>	15th September	Feedback from the working group due	15th September to Mid-October	Record amended using feedback	Mid October to End October	2 nd draft sent out to group and electronic agreement sought on amendments	End October	Agreement on amendments	End October to Mid-November	Small scale review in clinical environment	Mid November	Feedback due	Mid November to End November	Amendments made from small scale review	End November	Final draft complete	MB convene 2nd meeting in 2 weeks
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	<p>Update on MH pathway</p> <p>MB updated on this work stream - short consultation record finalised, guidance to be completed. MB updating Briega Quinn and Martina McCafferty on PACE this month. Mental Health Pathway and Informatics group meeting this month with the proposal to merge.</p>	
3	<p>Feedback from Steering Group</p> <p>Feedback on SG held 21st September was taken under the agenda items. MB will circulate the SG agreed action notes and quality focus.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  SG Action Notes 21st Sept </div> <div style="text-align: center;">  Oct 17 Quarterly Quality Focus </div> <div style="text-align: center;">  Dec 2017 Quarterly Quality Focus </div> </div>	MB to circulate
4	<p>E-record</p> <p>LK updated on the Encompass Programme Event, held 21st September and advised on upcoming scenario events. LK highlighted the difficulty under current pressures in releasing staff, particularly frontline staff.</p>	
5	<p>SQE</p> <p>LK provided an update; this will remain an item on the agenda. SP advised of involvement in the improvement programme, which was focusing on care planning. It was agreed that SP and LK would meet.</p>	SP and LK to arrange meeting
7	<p>Work streams for WG</p> <p>Nurse specialist care settings – principles for practice</p> <p>MB provided an update - The group had met once with two more planned. Current practice was reviewed, focus on ‘what and how’.</p> <p>Children’s Record</p> <ul style="list-style-type: none"> • <i>Regional procurement</i> <p>MB updated on the stage of this process – almost complete, available as a stock item shortly.</p> <ul style="list-style-type: none"> • <i>Scoping of short stay units</i> <p>Preparation work will begin to assist the movement of work when in a position.</p> <p>Emergency Department Record</p> <p>MB provided an update - Record and continuation sheet now available as a stock item. Resources available on microsite.</p> <p>Learning Disabilities (LD) Record</p> <p>MB provided an update - Resources available on microsite. A meeting is planned to commence improvement work.</p> <p>Care Planning</p> <ul style="list-style-type: none"> • <i>Process to inform HEI/CEC of care settings implementing PACE</i> <p>It was agreed that the microsite would be updated through the facilitators group with the care settings that have implemented PACE and this would also be communicated to the HEI/CEC.</p>	MB to update microsite & communicate to HEI/CEC

	<ul style="list-style-type: none"> Re-measuring MB advised that re-measuring will be commencing on all pilot wards in 4 trusts to establish standards of practice. Bed end charts MB advised that through the implementation of PACE the issue of bed end charts have been highlighted. SP felt that this would be a significant piece of work and agreed needs raised at SG. Champions network It was agreed through the facilitators meeting another champions network meeting would be convened early in the new year. SP advised local networks also required consideration. Children's care setting MB took discussion on the trust positions <ul style="list-style-type: none"> WT commenced NT plan to commence on both sites in January 2018 SET await record BT planning spread <p>MB advised of an update next week and opened the invitation to all trusts</p> <ul style="list-style-type: none"> Emergency Department care setting The record is now available, implementation of both the record and PACE could commence. <p>Standards group MB provided an update from the last SG. It was agreed that a standardised nursing language could inform this piece of work. Angela Reed to present on the nursing language at the next SG</p> <p>NOAT</p> <ul style="list-style-type: none"> 72 hours V full note review <p>MB advised that this was now complete. Preliminary findings suggest that a 72 hour review is adequate.</p> <ul style="list-style-type: none"> Review of the long NOAT indicators <ul style="list-style-type: none"> Learning disabilities through the ERG Adult through facilitators and WG Children's through the ERG 	<p>MB put on SG agenda</p> <p>MB to share presentation</p>  <p>nursing language</p>
8	<p>Any Other Business</p> <p><i>Standards for abbreviations</i> Audit completed and with Karen Murray to plan way forward.</p> <p><i>Moving and handling pathway</i> Due to the lengthy agenda this was not discussed. Group to review and feedback how it fits with the continuation booklet.</p>	 <p>moving and handling careplan</p> <p>Feedback from all</p>
9	<p>Date and time of next meeting: Wednesday 10th January , 10:00-12:00 , NIPEC Building , Belfast</p>	