

**Recording Care  
Working Group Meeting  
NIPEC Meeting Room, Belfast  
Wednesday 22<sup>nd</sup> January 2020, 2pm – 4pm**

Attendance:

Suzanne Pullins	Assistant Director Nursing (Chair)	NHSCT	<b>SP</b>
Jane Patterson	TMND Officer	SEHSCT	<b>JP</b>
Siobhan Kelly	TMND Officer	BHSCT	<b>SK</b>
Gillian McKee	Professional Officer	NIPEC	<b>GMcK</b>
Sue Trouton	TNMD Officer	SHSCT	<b>ST</b>

Apologies:

Linda Kelly	Assistant Director Nursing	SEHSCT	<b>LK</b>
Susan Carlisle	Nurse Lecturer	QUB	<b>SC</b>
Penny Moore	Lead Nurse, Governance	WHSCT	<b>PM</b>
Ann Marie Tunney	Nurse Lecturer	Ulster	<b>AMT</b>
Donna Gallagher		OU	<b>DG</b>

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

Agenda Item	Notes	Action
<b>1</b>	<b>Welcome and apologies</b> SP welcomed attendees around the table. Apologies noted. Introductions completed.	
<b>2</b>	<b>Notes of the previous meeting/progress since 2019 meeting</b> Action Notes of 6 <sup>th</sup> September 2019 discussed and agreed.	
<b>3</b>	<b>Matters arising</b> <b><i>Transforming Nursing and Midwifery Data (TNMD) project update</i></b> <u>Working Group/NIPEC work streams' update</u> <u>Adult Record update</u> SP advised of visit to Limavady Printing Company. Actions agreed were to check with Martin Chadwick if a more frequent print run was possible and to add the tracking information to every page of the booklet. GMcK advised Louis O'Hare to provide action notes from that visit.  GMcK enquired regarding authorship/ownership of regional guidance on falls prevention. SP advised WG should organise review of the regional guidance, alongside review of adult inpatient document in 2020. NIPEC	<b>NIPEC to upload falls prevention guidance (relating to adult inpatient record)</b>

<p>to upload falls prevention guidance (relating to adult inpatient record) onto NIPEC microsite.</p> <p><u>Adult Short Stay record</u></p> <p>GMcK advised NOAT indicators to be presented at next TNMD officers meeting. Purpose T screening tool, at some point, may be suitable for use in this document but currently Braden remains.</p> <p>GMcK advised the time critical medications list is now a live link on HSCB website and guidance relating to it is now present in all draft documents – to be checked/referred to/laminated and displayed in wards. Wording in documents relating to time critical medications to be sent to SP by GMcK</p> <p><u>Children’s service areas</u></p> <p>GMcK advised children’s inpatient document linked with dataset in readmission now post pilot.</p> <p>The group advised DNACPR terminology same in children’s areas following an enquiry from GMcK.</p> <p>GMcK advised children’s short stay pilot starts next Wednesday 29<sup>th</sup> January 2020. Discussions relating to STAMP ongoing. GMcK advised of telecall on Monday 27<sup>th</sup> January 2020 with HSC Trust representatives in order to organise a snapshot of how STAMP is used in practice. GMcK advised group that there would be concern among senior nurses if there was no screening tool in the children’s documents.</p> <p><u>Learning Disabilities (LD)</u></p> <p>GMcK advised pilot commencing Monday 27<sup>th</sup> January 2020 in all sites. If no admissions during the pilot, staff are advised to use the pilot document on patients in care and offer feedback. GMcK advised that QUB are going to introduce the document to LD nursing students at point of learning.</p> <p><u>District Teams</u></p> <p>GMcK advised work in progress – one TNMD officer to be identified link with specialty. GMcK advised that testing of the draft document is by 1 team per locality per HSC Trust. GMcK advised the draft district nursing (DN) document to be forwarded to DN working group, for comments, on Friday 24<sup>th</sup> January 2020.</p> <p><u>PACE roll out</u></p> <p>GMcK advised of the meeting with the coroner and agreed points from discussion now part of the PACE presentation. GMcK raised how traceability of who has completed care is crucial in clinical settings. GMcK discussed the advice that there should be a signature and initial register in the ward setting in order to be able to trace who has completed care. If care is completed with a person and it is not recorded on other documentation e.g. bed end chart, in a pathway, the name of the person who completed the care should be recorded in the nursing record, as part of evaluation. A retrospective record is made after the work shift has concluded. If nursing records are updated after the point of care (non contemporaneously), the date and time care was given should be clearly identified in the record, with the time the record is being made clearly written alongside.</p>	<p>onto NIPEC microsite.</p> <p>Wording in documents relating to time critical medications to be sent to SP by GMcK</p>
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	<p>GMcK advised workshop on Tuesday 28<sup>th</sup> January 2020 as a troubleshooting exercise relating to PACE. GMcK advised of a second workshop on Wednesday 5<sup>th</sup> February 2020 for DN, LD, children's and adult short stay areas.</p> <p>GMcK advised Recording Care Newsletter published and forwarded to organisations.</p> <p><u>Audit of ED practice</u></p> <p>GMcK advised the ED group currently paused as ED NOAT review completed. GMcK to speak with TNMD officers advising liaising with ED colleagues to ensure the quarterly ED audit is returned timely to NIPEC for regional reporting at steering group.</p> <p><u>Preparation for Encompass</u></p> <p>SP updated members of visit to University College Hospitals, London. GMcK advised feedback from attendees received and Angela Reed has collated regional feedback that will be shared.</p> <p><u>Testing of Handover Principles</u></p> <p>GMcK advised report done and largely supportive towards handover principles. Advised confidentiality is a concern among some professionals in relation to bedside handovers.</p> <p><b>TNMD Officer update</b></p> <p><u>Recruitment ongoing</u></p> <p>TNMD recruitment update given. Confirmation to GMcK that posts are recruited to.</p> <p><u>Transformational funding update</u></p> <p>GMcK advised that if an extension is granted to the TNMD posts, formal notification will be forwarded. Likely to be a short extension, if any.</p>	
4	<p><b>Any Other Business</b></p> <p><u>Update from Recording Care Steering Group</u></p> <p>Steering group stood down in December 2019 because of industrial/strike action.</p> <p><u>ADoNs' advice and direction on some ongoing issues</u></p> <p>Review of table collated by NIPEC in relation to ongoing issues completed by SP. Covered in other agenda items.</p> <p><u>Reusability of completed documents</u></p> <p>SK advised of only one opportunity in the current adult inpatient document to risk assess infection prevention and control of a person. GMcK to contact Naomi Baldwin to provide guidance in relation to this. Update to group in relation to when documents can be reused (as per ADoNs).</p> <p><u>Mental Health work stream</u></p> <p>GMcK advised meeting with Brian McGarvey rescheduled.</p> <p><u>Project report</u></p>	<p>GMcK to contact Naomi Baldwin to provide guidance regarding IP and C risk assessment reviewing</p>

	GMcK advised TNMD officers to take part in feedback session at conclusion of project. GMcK to enquire re. site visits for PACE evaluation researchers.	GMcK to check regarding site visits for PACE evaluations.
	<b>Dates and times of next meetings:</b>  <b>Thursday 12<sup>th</sup> March 2020, 2-4pm NIPEC Meeting Room;</b> Thursday 30 <sup>th</sup> April 2020, 10-12md NIPEC Meeting Room; Thursday 11 <sup>th</sup> June 2020, 2-4pm NIPEC Meeting Room; Thursday 30 <sup>th</sup> July 2020, 10-12md NIPEC Meeting Room; Tuesday 15 <sup>th</sup> September 2020, 2-4pm NIPEC Meeting Room; Thursday 5 <sup>th</sup> November 2020, 10-12md NIPEC Meeting Room; Tuesday 15 <sup>th</sup> December 2020, 2-4pm NIPEC Meeting Room.	

ACTION	Comment	Completed/ Ongoing
<b>15<sup>th</sup> March 2019</b>		
AR and GMcK to explore possibility of record keeping award regionally	Will be linked to celebration event later in 2019.	Ongoing
<b>25<sup>th</sup> July 2019</b>		
SP to liaise with NHSCT Falls Co-ordinator for direction		Completed
LK to request falls prevention documentation and ways to support nursing to be added to regional falls prevention officer group 's agenda		Completed
All Trusts advised to map bed rail policy information with Adult Inpatient document information		Completed
Processes of cyclical auditing and peer auditing to be discussed and agreed via Working Group		Ongoing
GMcK to forward Adult Short Stay pilot report to Working Group for consideration		Completed
GMcK to forward PACE presentation for comment in relation to acute/ chronic needs and retrospective record keeping		Completed
PM to forward WHSCT updated ED flimsy to GMcK	PM to forward after queries in WHSCT completed.	Ongoing
LKar to send Handover Principles survey monkey document to the Working Group.		Completed
AR following up re. challenges of communication between NIPEC and TMND officers, under direction of Steering Group		Completed
Possibility of Recording Care 'trouble shooting' workshop to be discussed		Completed
Feedback regarding IPC reassessment to be considered when reviewing adult inpatient document		Completed
<b>6<sup>th</sup> September 2019</b>		
JP to advise LK regarding next date of regional Falls Meeting		Completed
GMcK to speak with Naomi Baldwin regarding IP&C update for ED document.		Completed
GMcK to forward EPIC demonstration information to Working group.		Completed

<b>Orientation session/ support session for new TMND Officers to be facilitated by NIPEC.</b>		<b>Completed</b>
<b>22<sup>nd</sup> January 2020</b>		
<b>NIPEC to upload falls prevention guidance (relating to adult inpatient record) onto NIPEC microsite.</b>		<b>Ongoing</b>
<b>Wording in documents relating to time critical medications to be sent to SP by GMcK</b>		<b>Completed</b>
<b>GMcK to contact Naomi Baldwin to provide guidance regarding IP and C risk assessment reviewing</b>		<b>Completed</b>
<b>GMcK to check regarding site visits for PACE evaluations.</b>		<b>Completed</b>