

**Recording Care  
Working Group Meeting  
NIPEC Meeting Room, Belfast  
Friday 6<sup>th</sup> September 2019, 10 am -12 md**

Attendance:

Suzanne Pullins	Assistant Director Nursing (Chair)	NHSCT	<b>SP</b>
Linda Kelly	Assistant Director Nursing – telecall.	SEHSCT	<b>LK</b>
Brian McGuire	Nurse Governance Co-ordinator	SHSCT	<b>BMcG</b>
Susan Carlisle	Nurse Lecturer	QUB	<b>SC</b>
Penny Moore	Lead Nurse, Governance	WHSCT	<b>PM</b>
Jane Patterson	TMND Officer	SEHSCT	<b>JP</b>
Gillian McKee	Professional Officer	NIPEC	<b>GMcK</b>
Siobhan Kelly	TMND Officer	BHSCT	<b>SK</b>
Lynn Wightman	Lead Nurse, Safety & Quality	BHSCT	<b>LW</b>

Apologies:

Dawn Mackin	Nursing Governance Co-ordinator	SHSCT	<b>DM</b>
Margaret Davison	Senior Nurse Manager	NHSCT	<b>MD</b>
Mary McCullagh	A/Assistant Nursing Service Manager	WHSCT	<b>MM</b>
Ann Marie Tunney	Nurse Lecturer	Ulster	<b>AMT</b>

Notes:	Lukasz Karpinski, Programme Administrator	NIPEC	<b>LKa</b>
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Agenda Item	Notes	Action
<b>1</b>	<b>Welcome and apologies</b> SP welcomed attendees around the table and on teleconference. Apologies noted. Introductions completed.	
<b>2</b>	<b>Notes of the previous meeting</b> Action Notes of 25 <sup>th</sup> July 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> Regional falls coordinator group to look at falls assessment guidance formatted by Sharon Love (NHSCT). JP to advise LK regarding next date of regional falls meeting (chaired by PHA) in order to add falls guidance to agenda NOAT auditing of the adult inpatient document – GMcK advised some organisations are still in the process of setting up an IT system for reporting regionally. LK confirmed she suggested, at previous Working Group meeting, to report on at least a sample of wards if unable to forward Trust	<b>JP to advise LK regarding next date of regional Falls Meeting</b>

<p>percentage. GMcK advised NOAT indicators being reviewed by TMND officers.</p> <p>Cyclical, regional auditing has been discussed by Angela Reed and Linda Kelly post last Working Group meeting and to be brought to EDoNs regarding process (cyclical meaning certain indicators per quarter being audited). Peer auditing to commence once IT systems set up and cyclical, regional auditing information clarified and regionally agreed.</p> <p><u>Adult Short Stay record</u></p> <p>GMcK updated group that pilot and report completed. Summary of the report to be formatted by GMcK for forwarding to Working Group.</p> <p>Discussion regarding flow of records – discussion ongoing, as it is within all document groups. GMcK advised short stay document is for use in areas where length of stay is no more than 48 hours. Risk assessment completion is currently required however as per adult document. GMcK advised ambulatory care (2-3h stay) is a separate piece of work on NIPEC's agenda.</p> <p>GMcK advised all risk assessments forwarded to related specialist, regional groups to discuss and comment on i.e. dietetics, moving and handling, TVN, IP and C. Time critical medication list and its inclusion is being taken to EDoNs again for discussion as ERG do not feel it is suitable for this document.</p> <p><u>Children's service areas</u></p> <p>Update to group relating to this work given by GMcK. Working group aware of change to chairing arrangements and forthcoming pilot.</p> <p><u>Learning Disabilities</u></p> <p>GMcK advised work ongoing and positive in relation to a way forward being a revision of the data set already formatted by Michelle Burke.</p> <p><u>District Teams</u></p> <p>LK update: agreement for NOAT indicators in audit within DN teams. Neighbourhood Nursing team role discussed in relation to this work stream.</p> <p><u>PACE roll out</u></p> <p>GMcK update: Angela Reed will update the Steering Group regarding WTE in Trusts and GMcK to update Gantt chart relating to PACE implementation progress. GMcK advised Angela Reed and senior nurses in the region to meet with the coroner regarding PACE.</p> <p>GMcK advised and gave an update of her attendance at coroner's session. Vital signs discussed by coroner in relation to them being documented in nursing records. Clarity around this required as reference to them only recommended if they are skewed/ there are noted anomalies and require a plan of care. GMcK also advised that handovers and their importance was emphasised by the coroner. BMcG advised that there is a requirement of consistency with the coroners in the region. Retrospective record keeping and its meaning and the documenting of care completed by someone else also on the agenda for discussion with the coroner.</p>	<p>Cyclical auditing to be brought to EDoNs for discussion.</p> <p>Summary of the Adult Short Stay document pilot report to be formatted by GMcK for forwarding to Working group.</p>
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	<p>Children's PACE membership confirmed and work to commence with same.</p> <p><u>Audit of ED practice</u></p> <p>GMcK update: indicators in flimsies need to be mapped to NOAT as all are different across the region. These, plus indicators formatted from the ED document will make up the audit tool for ED. PM advised there is an ongoing review of WHSCT flimsy and she will forward information to NIPEC appropriately. Possibility of review of ED document being discussed in NIPEC as the ED group identify the need for this, along with the need for a Children's ED document. GMcK to speak with Naomi Baldwin regarding IP&amp;C information for ED document.</p> <p><u>Preparation for Encompass</u></p> <p>Visit by Encompass team to NHSCT to be rescheduled at Director of Encompass's request. UK visit to EPIC site to be rescheduled due to senior nurse's calendar.</p> <p>EPIC demonstrations in the region in October 2019. GMcK to forward information relating to same.</p> <p><u>Testing of Handover Principles</u></p> <p>GMcK update: pilot completed and survey monkey report to be collated.</p> <p><b>TNMD Officer update</b></p> <p>GMcK update: recruitment for TNMD posts ongoing in all Trusts. Support from NIPEC to be given by way of an orientation session/ support session for new TMND Officers. Update regarding time spent and associate monies given by GMcK.</p>	<p>PM to forward WHSCT updated ED flimsy/ information relating to same post Trust discussion</p> <p>GMcK to speak with Naomi Baldwin regarding IP&amp;C update for ED document.</p> <p>GMcK to forward EPIC demonstration information to Working group.</p> <p>Orientation session/ support session for new TMND Officers to be facilitated by NIPEC.</p>
4	<p><b>Any Other Business</b></p> <p><u>Risk assessment and contents in each recording care document</u></p> <p>All specialist, regional groups to report advised data set to GMcK.</p> <p>Time critical medications list discussed. GMcK advised that the general advice had been that all medication delays could cause an adverse impact. GMcK advised nursing staff are reported to be documenting 'unable to establish' in adult record as they do not have information at point of admission to establish if person is administered these medications when not in hospital setting i.e. patient confused, unable to access ECR, ECR not updated etc. LK advised she is currently completing some collaborative work relating to NIECR and will relate feedback. SP advised that previously there was reference to insulin administration as an action post medication incident. The value of the critical medication list was discussed and as it was not be being fully utilised, further consideration was to be given as to the advice to nursing staff going forward.</p> <p><u>Reusability of completed documents</u></p> <p>GMcK advised senior nurses to discuss and advise.</p> <p><u>Mental Health work stream</u></p> <p>GMcK to meet with Brian McGarvey (WHSCT) to discuss Mental Health work stream.</p>	

	<u>Future Working Group meeting dates</u>	
	Future dates forwarded to the group and to be added to the end of the action notes for ease	
	<p><b>Dates and times of next meetings:</b></p> <p><b>Wednesday 27<sup>th</sup> November 2019, 10am-12pm NIPEC Meeting Room;</b></p> <p>Wednesday 22<sup>nd</sup> January 2020, 2-4pm, NIPEC Meeting Room;</p> <p>Thursday 12<sup>th</sup> March 2020, 2-4pm NIPEC Meeting Room;</p> <p>Thursday 30<sup>th</sup> April 2020, 10-12md NIPEC Meeting Room;</p> <p>Thursday 11<sup>th</sup> June 2020, 2-4pm NIPEC Meeting Room;</p> <p>Thursday 30<sup>th</sup> July 2020, 10-12md NIPEC Meeting Room;</p> <p>Tuesday 15<sup>th</sup> September 2020, 2-4pm NIPEC Meeting Room;</p> <p>Thursday 5<sup>th</sup> November 2020, 10-12md NIPEC Meeting Room;</p> <p>Tuesday 15<sup>th</sup> December 2020, 2-4pm NIPEC Meeting Room.</p>	

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		Ongoing
GMcK to forward PACE presentation for comment in relation to acute/ chronic needs and retrospective record keeping		Ongoing
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		Ongoing
Feedback regarding IPC reassessment to be considered when reviewing adult inpatient document		Completed
6 <sup>th</sup> September 2019		
JP to advise LK regarding next date of regional Falls Meeting		Query completed
Cyclical auditing to be brought to EDoNs for discussion.		Ongoing
Summary of the Adult Short Stay document pilot report to be formatted by GMcK for forwarding to Working group.		Ongoing
PM to forward WHSCT updated ED flimsy/ information relating to same post Trust discussion		Ongoing
GMcK to speak with Naomi Baldwin regarding IP&C update for ED document.		Completed
GMcK to forward EPIC demonstration information to Working group.		Completed
Orientation session/ support session for new TMND Officers to be facilitated by NIPEC.		Ongoing