



**Recording Care: Evidencing Safe and Effective Care
Facilitators Meeting**

Wednesday 28th November 2018 10:30-12:30 NIPEC, Belfast

In Attendance:

Jane Patterson	Chairperson, Facilitator	SEHSCT	JP
Angela Reed	Senior Professional Officer	NIPEC	AR
Audrey Dowd	Facilitator	BHSCT	AD
Dawn Mackin	Governance Co-ordinator	SHSCT	DM
Julie-Anne McKeown	Nursing Development Lead	BHSCT	JM
Michelle Burke	Governance Facilitator	SEHSCT	MB
Margaret Kyle	Facilitator	NHSCT	MK
Lorraine Bell	Facilitator	BHSCT	LB
Jackie Rafferty	Nursing Development Lead	BHSCT	JR
Pamela Moore	Facilitator	BHSCT	P
Ruth Millar	Facilitator	BHSCT	RM

Apologies:

Penny Moore	Lead Nurse	WHSCT	PM
Sharon Moffett	Facilitator	BHSCT	SM
Helen McClurg	Facilitator	NHSCT	HM

Agenda Item	Notes	Action
1	Welcome and apologies JP welcomed and thanked everyone for attending. A round of introductions was made as it was Pamela Moore's first attendance.	
2	Notes of previous meeting Amended copies of previously circulated Action Notes were circulated and accepted. .	JP
3	Matters Arising: <ul style="list-style-type: none"> • Adult Record To avoid 4 different versions of the booklet to be printed (PACE/Non PACE) those who haven't yet responded are to let AR know before 17 December 2018 if there are areas using: printed care plans, handwritten care plans or a mixture of both in non-PACE wards, to inform whether there is a need for a non-PACE continuation booklet. <p>Implementation of new booklet – Regional guidance and presentation to be developed when NIPEC have capacity. Anticipated plan for roll out April 2019. The new booklets available on the NIPEC microsite are for information only and should not be introduced until the final date for regional roll out has been confirmed.</p> <p>AR will order 600 booklets for training purposes only (200 BHSCT, 100 for</p>	ALL

other Trusts).

It is NIPECs expectation that part of the roll of the transformation group is to facilitate workshops across the Trusts to prepare for implementation.

- **Children's and ED Facilitators update**

SE	ED – Record being used, SQE Project to embed PACE Children's – SQE Project on Recording Care. The Clinical Educators are working with ED
N	ED Antrim - Record rolled out – no further update No further development in Paeds
B	ED RVH – document being used ENT preparing for PACE roll out Paul Ward RVH has introduced PACE
S	Me and My Family booklet mapped to MD record. PACE completed and for roll out over the next month.
W	Me and My Family implemented in Altnagelvin. Pilot of a multi-professional approach for recording care planned for Children's ward, SWAH. ED, Altnagelvin – regional assessment booklet and PACE implemented December 2017. ED, SWAH – regional booklet and PACE implemented November 2018

- **BHSCT/NHSCT audit system and NOAT**

BHSCT planning to use KPI system

NHSCT awaiting feedback from relevant staff – hoping to use clickview

Short/long NOAT tool now agreed – changes to be updated on NIPEC microsite

- **Half day workshop – January 2019**

- 18th January 2019 – 10-4

AR wanted clarification on the purpose of the study day. Those present confirmed that the study day was initially requested :

- Just for the PACE Facilitators – to review each other's practice and to standardise teaching practice across the Trusts
- To review current teaching tools and to update same

MB asked that nursing language used – in view of Encompass coming along – was included. Following discussion with AR it was felt that this would not be helpful at this time.

It was agreed to withhold the fitness to practice/coroner's inquest talk until the proposed PACE Celebration group meeting (scheduled for 11 March 2019) as this will address a wider audience

Venue sought for workshop. MK to look at potential of Whiteabbey Hospital Board room and to confirm with AR

AR

MK

4	<p>Care Settings implementing PACE</p> <ul style="list-style-type: none"> • BCHSCT to recheck overall numbers of wards and confirm (by end of month) • SEHSCT reduction from 3 – 2 areas by end of 2018 • SHSCT- 1 due before end of 2018 • NHSCT –Info forwarded to AR 	AR
5	<p>Any other business:</p> <ul style="list-style-type: none"> • Limitations in NOAT audit discussed. AR reminded all that the audit does not look at the standard of practice – it is an audit of the record of care only • Abbreviation use and the current guidance limitations highlighted (AR to circulate the most recent) • Poor error management – to be discussed at the workshop in Jan 2019 • The actual recording and use of P A C E – to be discussed at the workshop in Jan 2019 (A/C combined, C/E combined etc.) • Numbering of assessed needs against plans of care discouraged - – to be discussed at the workshop in Jan 2019 • AR has been in communication with Deidre Cunningham (Clinical Education Centre) to discuss consistency around PACE – AR agreed to give a presentation to address this 	AR
7	<p>Date and time of next meeting: 31 October 2018 at 10.30-12.30 venue NIPEC</p>	