

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


**Wednesday 22<sup>nd</sup> August 2018 10:30-12:30 NIPEC, Belfast**

**In Attendance:**

Penny Moore	Chairperson, Lead Nurse	WHSCT	<b>PM</b>
Angela Reed	Senior Professional Officer	NIPEC	<b>AR</b>
Dawn Mackin	Governance Co-ordinator	SHSCT	<b>DM</b>
Michelle Burke	Governance Facilitator	SEHSCT	<b>MB</b>
Helen McClurg	Facilitator	NHSCT	<b>HM</b>
Margaret Kyle	Facilitator	NHSCT	<b>MK</b>
Julie-Anne McKeown	Nursing Development Lead	BHSCT	<b>JM</b>
Lorraine Bell	Facilitator	BHSCT	<b>LB</b>
Jackie Rafferty	Nursing Development Lead	BHSCT	<b>JR</b>
Sharon Moffett	Facilitator	BHSCT	<b>SM</b>

**Apologies:**

Audrey Dowd  
Vi Gray  
Jane Patterson  
Vanessa Eastwick

Agenda Item	Notes	Action
<b>1</b>	<b>Welcome and apologies</b> PM welcomed and thanked everyone for attending!	
<b>2</b>	18 <sup>th</sup> July Minutes were accepted. Mary Campbell is no longer available for PACE meetings and is to be taken of distribution list.	<b>PM</b>
<b>3</b>	<p><b>Matters Arising:</b></p> <p><b>Steering Group Key Issues– AR</b></p> <p><b>PACE NEWSLETTER:</b></p> <p>The PACE newsletter is being Prepared. Contributions from each Trust are required:- Purpose of PACE News Letter is to raise awareness of what is happening in the different regions: - What they think of PACE.</p> <p>The Newsletter is to help wards who receive patients transferred from an area that has been using PACE, but have not engaged in the process.</p> <p>NHSCT: student nurse outlined a case study in PACE in the form of a poster</p> <div style="text-align: center;">   <small>enable professionalism tem</small> </div> <p>Structure and Outline to help structure the content. Angela would like all contributions by the end of August, but definitely by the first week of September</p> <p>Agency staff should not use PACE if not trained in the process. However, if they attempt to utilise PACE, it is at the Trust's discretion.</p>	<p style="text-align: center;"><b>All</b></p> <p style="text-align: center;"><b>AR</b></p> <p style="text-align: center;"><b>AR</b></p>

<p><b>Adult Record:</b></p> <p>The document is nearly complete. Medical Illustrations BHSCT, are processing the document. The document received its final changes in the Pavilion.</p> <p>NHSCT, WHSCT and BHSCT need procurement for the document, however if the numbers are too high they might have to go out to tender.</p>	<p><b>AR</b></p>
<p>Document will not be out before Christmas, more and likely be the New Year. To pilot the document in one ward, and to roll out awareness sessions one hospital at a time, Trust by Trust. For example, Antrim, Lagan Valley.... Money only available to support this for 18 months.</p>	<p><b>AR</b></p>
<p><b>PACE in CHILDREN'S AND EMERGENCY DEPARTMENTS (ED) FACILITATORS:-</b></p> <p>SHSCT not using PACE.</p> <p>ED in Craigavon are using it and loving it!</p> <p>Daisy Hill not using PACE in the essence that it should be utilised.</p> <p>Causeway there is currently no facilitator to drive PACE</p>	<p><b>MB MK HM</b></p>
<p>MK and HM are linking with MB for Antrim, NHSCT; they will link with SEHSCT with the Family Booklet.</p>	
<p>ED and Children's in Antrim, NHSCT are rolling PACE out in both departments.</p> <p>BHSCTSC Paul Ward are using the Me and My Family Booklet</p>	
<p>SEHSCT are to bring in 'Me and MY Family Booklet' into two wards in October via SQE.</p> <p>In SEHSCT PACE not being processed. Care plans removed from ward but reinstated again.</p>	
<p>BHSCT ED has a form of PACE. Short Stay Unit are utilising NOAT in 2F.</p> <p>All the Clinical Educators were trained on PACE in ED's.</p>	<p><b>SM</b></p>
<p>WHSCT – ED, SWAH have had awareness sessions on PACE. To commence the booklet in October in preparation for winter pressures.</p>	<p><b>PM</b></p>
<p>Children's, SWAH currently document using a multi-professional approach. There are plans to conduct a pilot incorporating the multi-professional pages into the Me and My Family booklet.</p>	
<p>Altnagevlin ED started using the regional Assessment booklet in December 2017.</p> <p>Altnagevlin Children's – Implemented the 'Me and My Family Booklet' in January 2018. Staff have attended refresher awareness sessions facilitated during July and August 2018. The Practice Educator in Children's Altnagevlin. Is currently working between hospital and community.</p> <p>PM enquired regarding bed rails assessment not included in the ED booklet. MB confirmed</p>	

	<p>this is not a risk assessment but an aide to be used with the nurse's clinical judgement. PM stated staff are advised if bedrails are required the assessment and plan are discussed with the patient and recorded with the decision in the nursing notes.</p> <p><b>HEI Evaluation:</b></p> <p><b>Learning Disability:</b></p> <p>Angela attended Regional children's group ERG and unfortunately that group has had a lot of change in the representatives on the group, hence this record has not been implemented in any of the Trusts to date.</p> <p><b>Nurse Specialists:</b></p> <p>This group is to be reset again due to changes in the representation of the group. A workshop to be arranged for a future date</p> <p><b>Recording existing needs:</b></p> <p>To be removed from agenda but kept in the booklet.</p> <p><b>BHSCT audit systems and NOAT :</b></p> <p>There are still some issues around recoding NOAT. There was a meeting held on the 21<sup>st</sup> August about setting up the system, however it has still not been moved into the intranet. Karen Deveney to migrate NOAT into the BHSCT system. There is one tool for gathering information and NIPEC hold the indicators. To be reviewed on a 1-2 yearly basis. Report on the indicators are awaiting 'click view' in order to roll out.</p> <p><b>4 Care settings Implementing PACE/Progress</b></p> <p>GANTT Roll out PACE adult wards July 2018 was discussed</p> <p>Various Trusts gave their numbers with regards to PACE progress:-</p> <p><b>5 Progress review and Spread Plan:</b></p> <p><b>SHSCT</b> – 3 more wards have implemented PACE = total of 6 to have 25 wards by the end of 2018</p> <p>Challenges:- include pressures on wards. Removing the Care Plans made it very difficult. Champions are well versed in PACE.</p> <p><b>BHSCT</b> - JR to introduce Renal Area to PACE.</p> <p>AD is rolling out PACE in Musgrave, 9 implemented over the year, however requires numbers from AD. To contact Audrey regarding updating numbers for BHSCT.</p>	<p><b>PM</b></p> <p><b>SM</b></p> <p><b>DM</b></p> <p><b>JR</b></p>
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<p>6</p> <p>7</p>	<p><b>NHSCT</b> – 13-14 implemented. (this includes 4 from ED and Paediatrics) there are 2-4 areas to be implemented.</p> <p><b>SEHSCT</b> – ask Jane for the numbers</p> <p><b>WHSCT</b> – 38 wards in total to be confirmed with AR. 10 wards are re-measuring</p> <p>Send adult numbers only to Angela.</p> <p>ED and Children’s to have a separate chart.</p> <p><b>Resource pack and Training – To be included on the agenda for the next meeting</b></p> <p><b>INDICATORS FOR NOAT</b> – Quarterly Audits – NOAT indicators will be reviewed by WG in September 2018 and signed off.</p> <p>A box indicating NOT APPLICABLE N/A</p> <p>SECTION A - to be the last indicator.  No. 5 indicator to be written by Angela  No. 12 Senior Nurses Assessment  No. 16 to be removed</p> <p>SECTION B – to be the first set of indicators  No. 4 indicator (height/weight) to be moved beside MUST No. 18  No. 5 indicator to be separated – Next of Kin, Contact and Emergency Contact</p> <p>SECTION C - No. 5 To be reworded</p> <p>SECTION D – No. 1 explanation for discharge – to be expanded and explained  Discharge plan within 72 hours</p> <p>New audit tool will be called NOAT and needs to be put online for each Trust.</p> <p>Angela will make changes and email out to everyone. Respond by the 20<sup>th</sup> September at the latest. All other versions will be removed once finalised.</p> <p><b>Any other Business:</b></p> <p><b>Assessed needs:</b></p> <p>Independent Sector Kingsbridge and Ulster Clinic are joining the group. AR meeting with them.</p> <p>Regional Children Forum – Me and My Family short assessment document to be assessed by NIPEC</p>	<p><b>LB/JM</b></p> <p><b>MK/HM</b></p> <p><b>DM</b></p> <p><b>PM</b></p> <p><b>ALL</b></p> <p><b>AR</b></p> <p><b>AR</b></p>
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	<b>Dates of future meetings 2018</b> 26 <sup>th</sup> September 2018 31 October 2018 28 <sup>th</sup> November 2018 19 <sup>th</sup> December 2018	