

***BUSINESS PLAN
2011 – 2012***

OBJECTIVES

The Northern Ireland Practice and Education Council (NIPEC) aims to improve the quality of health and care by supporting the practice, education and performance of nurses and midwives.

NIPEC continues with its work of supporting nurses and midwives to provide a safe and effective nursing and midwifery service to the population of Northern Ireland. NIPEC will contribute positively to the continued developments in nursing and midwifery practice and education.

This document outlines NIPEC's Business Plan for 2011 to 2012. The business objectives are set within NIPEC's strategic key corporate areas:

- 1. Stakeholder Engagement.**
- 2. Safe and Effective Practice.**
- 3. Education, Learning and Development.**
- 4. Governance: Internal Processes.**

The Business Plan will assist in implementing the second year of the NIPEC Corporate Plan 2010 - 2013. NIPEC will continue to work in an inclusive and innovative manner, through partnership with key stakeholders, in order to deliver the business objectives.

The Business Plan 2011 -2012 represents a challenging agenda, which will enable NIPEC to contribute to the wider Health and Personal Social Services (HPSS) modernisation and change agenda, as well as addressing its corporate mission to improve the quality of health and care by supporting the practice, education and professional development of nurses and midwives. Given the evolving context of health and social care delivery in Northern Ireland, NIPEC's business in the 2011-2012 year must continue to be proactive and credible. NIPEC has developed a strong ethos of working collaboratively with key stakeholders; this will continue and be strengthened.

NIPEC endorses the fundamental concept that well supported and developed nurses and midwives will deliver high quality, safe and effective care. The key corporate areas of the Business Plan aim to address different aspects of that concept, through the provision of strategic leadership and implementation of a proactive, flexible and responsive work programme. The aim of supporting the best nursing and midwifery care for the population in Northern Ireland continues to be a core aspect of NIPEC's business. It achieves this by contributing to improvements in standards through its work programme.

In 2010 the Minister for Health, Social Services and Public Safety asked that further consideration be given to strengthening the regional aspects of education and training delivery, initially focusing on four key organisations that remained largely unaffected by the RPA reforms that had taken place. These organisations were:-

The Northern Ireland Medical and Dental Training Agency (NIMDTA);
The Northern Ireland Practice and Education Council for Nursing and Midwifery (NIPEC);
The Beeches Management Centre (BMC); and
Nursing Education and Development Consortium (NEDC).

An initial scoping exercise carried out by the DHSSPS identified that any reform or re-organisation of the services delivered by NIMDTA and NIPEC would require amendment to primary legislation, including current status as special agencies of the department. The DHSSPS has commenced this work, but because of the long lead in times associated with primary legislation, this formation is unlikely to be completed before early 2012. It is

anticipated that consultation on the above proposal will be issued by the department in 2011, subject to Ministerial approval.

This year will be the first year of the implementation of the 'Executive's Budget' for the four year period from April 2011 to March 2015 which sets out its spending plans against a backdrop of significant reductions in the level of funding available to public bodies as a result of the UK Coalition Government's deficit reduction plan. Whilst the Executive has stated that it would protect the 'health' element of the DHSSPS spend significant efficiencies and saving will still have to be achieved over this four year period for NDPB organisations such as NIPEC. Therefore, this year's business plan objectives have had to be set against these unprecedented financial pressures.

Within the business plan objectives reference is made to the 'Professional Team' and the 'Senior Management Team'.

Membership of NIPEC's Senior Management (SMT) and Professional (PTM) Teams is as follows:

Mrs Maura Devlin/Dr Glynis Henry	Chief Executive	(SMT & PTM)
Ms Brenda Devine	Senior Professional Officer	(SMT & PTM)
Ms Angela Drury	Senior Professional Officer	(SMT & PTM)
Mrs Cathy McCusker	Senior Professional Officer	(SMT & PTM)
Dr Carole McIlrath	Senior Professional Officer	(SMT & PTM)
Mr Edmund Thom	Head of Corporate Services	(SMT)

	disseminate three issues of NIPEC News, and four Council Communiques.				
1.3 Strengthen patient and public involvement within NIPEC's project and initiatives.	<ul style="list-style-type: none"> • Explore and agree appropriate methods of engagement with patient & public representative organisations. • Participate on the Regional PPI Forum. 	Senior Management Team Professional Team			
1.4 Increase levels of engagement with organisations outside Northern Ireland, to incorporate UK and ROI dimensions in NIPEC's work.	<ul style="list-style-type: none"> • Undertake a baseline measurement of existing levels of engagement with organisations outside Northern Ireland. • Identify areas for improvement and agree an action plan. 	Senior Management Team			
1.5 Influence regional and national policy and strategy to promote and support good standards for practice, education and performance of Nurses and Midwives.	<ul style="list-style-type: none"> • Respond to relevant consultations in a timely manner. • Representation on a range of relevant external groups/committees. 	Senior Management Team			

2. Safe and Effective Practice

Business Objective	Actions	Owner	Due Date	Status	Comment
2.1 Provide professional advice, support and guidance to registrants, employers and stakeholder organisations on matters relating to nursing and midwifery.	<ul style="list-style-type: none"> Review the nature of enquiries from the public and registrants. Identify recurrent themes for enhanced support and advice, and develop and disseminate relevant resources. 	Senior Management Team			
2.2 Develop and lead regional projects and initiatives that contribute to improvements in nursing and midwifery practice	<ul style="list-style-type: none"> Engage with relevant stakeholders to identify, complete and evaluate regional projects and initiatives. Develop and disseminate relevant resources. 	Professional Team Senior Management Team			
2.3 Lead and/or contribute to the development of competency frameworks for nursing and midwifery practice to support service/role developments.	<ul style="list-style-type: none"> Engage with relevant stakeholders to identify areas for competency framework development. Develop and disseminate agreed competency frameworks. 	Professional Team Senior Management Team			
2.4 Ensure the NIPEC website is a key information and communication resource on	<ul style="list-style-type: none"> Evaluate the utility of NIPEC's website through a user survey. Identify and action a minimum of two areas 	Senior Management Team			

<p>matters relating to nursing and midwifery.</p>	<p>within the website for further improvement.</p>				
<p>2.5 Support organisations in developing and/or implementing systems and processes for identified aspects of practice and performance.</p>	<ul style="list-style-type: none"> • Support Trusts to implement the Electronic audit tool for record keeping in nursing. • Work towards the development of further evaluation systems and processes. 	<p>Senior Management Team</p>			

3. Education, Learning and Development

Business Objective	Actions	Owner	Due Date	Status	Comment
3.1 Lead the Quality Assurance monitoring of DHSSPS commissioned education, learning and development of practice programmes.	<ul style="list-style-type: none"> Work in partnership with the DHSSPS and relevant education organisations to QA non-NMC regulated commissioned programmes. Ensure effective collaborative working with the NMC in relation to the QA of NMC regulated programmes. 	Professional Team Professional Team			
3.2 Enhance NIPEC's website www.nipec.hscni.net to maximise the use of up-to-date technologies to support the learning and development of nurses and midwives.	<ul style="list-style-type: none"> Carry out a baseline assessment of enhancements required (linked to the User Survey: Ref. 2.3). Agree and initiate implementation of an action plan. 	Senior Management Team Senior Management Team			
3.3 Enhance NIPEC's development framework website to ensure fitness for purpose.	<ul style="list-style-type: none"> Review the function and purpose of the www.nipecdf.org website. Agree and implement an action plan. 	Professional Team Senior Management Team			

<p>3.4 Support organisations in developing systems and processes for identified aspects of education, learning and development.</p>	<ul style="list-style-type: none"> • Support Trusts to implement the evaluation framework for learning and assessment in practice. • Work towards the development of further systems and processes. 	<p>Senior Management Team</p>			
<p>3.5 Provide a range of activities and events to support the learning and development of nurses and midwives.</p>	<ul style="list-style-type: none"> • Engage with relevant stakeholders to identify need. • Provide workshops and events including: Ward Sister/Charge Nurse Conference and NIPEC Conference. • Disseminate outputs from events.. 	<p>Senior Management Team</p>			

4. Governance - Internal Processes

Business Objective	Actions	Owner	Due Date	Status	Comment
4.1 Maintain a strong focus on Business Planning and Risk Management.	<ul style="list-style-type: none"> • Review and update quarterly: <ol style="list-style-type: none"> I. 'Assurance Framework' II. 'Risk Register' • Produce Corporate Plan and Annual Business Plan to corporate timetable and implement plans. 	Senior Management Team Senior Management Team	Quarterly reports		
4.2 Ensure effective communications internally and with external stakeholders.	<ul style="list-style-type: none"> • Develop and implement a robust internal and external communication strategy. • Identify methods of evaluation for future review. 	Senior Management Team	Ongoing		
4.3 Ensure that NIPEC delivers its share of the CSR efficiencies and savings as per the funding allocated from the DHSSPS.	<ul style="list-style-type: none"> • Deliver 5% efficiencies and savings through robust financial governance arrangements. • Demonstrate VFM through effective use of resources and purchasing practices during projects and initiatives. 	Senior Management Team	Monthly reports		

<p>4.4 Continue to ensure that NIPEC adheres to the appropriate Statutory and Regulatory requirements.</p>	<ul style="list-style-type: none"> • Demonstrate compliance with statutory duties in respect of: <ol style="list-style-type: none"> I. Production of the 'Annual Report and Accounts' II. Equality III. FOI IV. DDA V. DPA VI. Records Management VII. Bribery Act 2010 	<p>Senior Management Team</p>	<p>Ongoing</p>		
<p>4.5 Ensure the safeguarding of, and the proper and effective use of, public funds together with the stewardship of assets and resources.</p>	<ul style="list-style-type: none"> • Monitor and review NIPEC policies and procedures. • Demonstrate VFM through effective use of resources and purchasing practices. • Keep the asset location register up to date and check it annually against BSO asset records. 	<p>Senior Management Team HCS and Professional Team HCS</p>	<p>Ongoing</p>		
<p>4.6 Enhance ICT provision to meet the functions of the organisation.</p>	<ul style="list-style-type: none"> • Ensure effective ICT asset security, contingency plans and data/information management. • Implement remote access. • Monitor performance of the system and address problems. 	<p>HCS HCS Senior Management Team</p>	<p>Ongoing</p>		

<p>4.7 Adhere to the DHSSPS Accountability Review process to ensure NIPEC meets its statutory functions.</p>	<ul style="list-style-type: none"> • Provide evidence to support the review process including compliance with controls assurance. • Participate in accountability review meetings. 	<p>Senior Management Team</p> <p>Chief Executive and HCS</p>	<p>Ongoing</p>		
<p>4.8 Retain NIPEC's Investor In People Accreditation</p>	<ul style="list-style-type: none"> • Complete evaluation criteria and compile evidence to support the process. • Support participation in the IIP assessment process. 	<p>Senior Management Team</p>	<p>Ongoing as required</p>		
<p>4.9 Ensure organisation accommodation needs are met (Note: lease expires on 31st August 2013)</p>	<ul style="list-style-type: none"> • Commence discussions with sponsoring Department on alternative options. • Develop a Business Case and draw up an Action Plan to deliver agreed outcome. 	<p>Senior Management Team</p>			



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This document can be downloaded from the
NIPEC website www.nipec.hscni.net

August 2011

ISBN: 987-1-903580-37-0