

PACE Facilitators' Meeting
NIPEC – Whiteabbey Boardroom
26th November 2019, 10.30 am – 12.30 am



Attendance:

Gillian McKee	Professional Officer	NIPEC	GMcK
Siobhan Kelly	TNMD officer	BHSCT	SK
Greta Linton	TNMD officer	BHSCT	GL
Gillian Craigan	TNMD officer	BHSCT	GC
Margaret Kyle	TNMD officer	NHSCT	MK
Lorraine Bell	PACE Facilitator / NDL (Bank)	BHSCT	LB
Audrey Dowd	TNMD officer	BHSCT	AD
Susan Sandford	TNMD officer	SHSCT	SS
Carol Ferguson	TNMD officer	NHSCT	CF
Juli Reid	TNMD officer	SEHSCT	JR
Alison Blair	TNMD officer	NHSCT	AB
Helen McClurg	TNMD officer	NHSCT	HM
Jane Patterson	TNMD officer (Chair)	SEHSCT	JP
Sue Trouton	TNMD officer	SHSCT	ST
Sharon Moffett	TNMD officer	BHSCT	SM
Dawn Mackin	TNMD officer	SHSCT	DM
Penny Moore	Lead Nurse Governance	WHSCT	PM

Apologies:

Jacqueline Rafferty	PACE Facilitator / NDL	BHSCT	JR
Ruth Bailie	Lead Nurse	Kingsbridge	RB
Alicia Dickson	TNMD officer	SHSCT	AD
Julie-Ann McKeown	PACE Facilitator	BHSCT	JAMcK
Notes:	Gillian McKee	NIPEC	GMcK

Agenda Item	Notes	Action
1	Welcome, introductions and apologies JP welcomed members to meeting. Introductions given and apologies noted.	
2	Notes of the previous meeting <ul style="list-style-type: none"> • revision of actions Action notes from previous meeting agreed. Actions reviewed.	

3	<p>Update of work streams relating to PACE</p> <ul style="list-style-type: none"> • Adult: JP advised implementation ongoing. GMcK to talk to this in the TNMD meeting in relation to GANTT chart. • Children's: GMcK advised that the PACE introductory session has been postponed. • Other specialty areas: Adult Short Stay, DN and LD introductory session postponed as children's (above mentioned) 	
4	<p>Matters arising</p> <ul style="list-style-type: none"> ➤ PACE presentation sign off: Review of PACE presentation completed. Amendments will be forwarded by GMcK and work will then be signed off. ➤ PACE evaluation: nil update. Thanks given by GMcK for forwarded data in relation to PACE implementation at ward level. ST advised by GMcK that Chief investigator of the report is aware of potential conflict of interest and nil action required by ST, GMcK or Angela Reed at this time. ➤ Project report: To be talked to at next PACE meeting in December. ➤ Change of date in March 2020: 13th March 2020 confirmed as date for PACE meeting due to project report completion requirement. ➤ Change of date in December 2019: 16th December 2019 confirmed as date for December PACE meeting due to proposed strike action. 	<p>GMcK to forward final version of PACE presentation</p>
5	<p>Any Other Business</p> <ul style="list-style-type: none"> ➤ NOAT: GMcK advised that addition to NOAT in relation to consent completed and sent to group (form of words given by Angela Reed). NA option also added relating to first contact and next of kin following email request from SS (had experience of a person with no family/ first contact) ➤ PACE newsletter: request by GMcK to have information for same forwarded by 2nd December 2019 ➤ SS enquired what is the percentage of staff that are required to be trained in PACE when carrying out implementation. GMcK advised that, as per previous email, there is no suggested percentage. The aim is to have as many staff trained as possible but NIPEC recognise the challenges in the clinical setting. ➤ SS asked group how they were training night staff. MK advised that they worked necessary shift pattern to capture this group of staff. ➤ SS discussed PACE training in educational facilities i.e. OU, QUB, and UU. GMcK advised that NIPEC are assured that PACE is discussed in nurse training. Group advised this may not be the case. GMcK to seek advice/ seek clarity in relation to this. 	<p>PACE newsletter inserts to be sent to GMcK by 2nd December 2019</p> <p>GMcK to seek advice/ obtain clarity in relation to PACE being introduced in educational facilities</p>
	<p>Date and time of next meeting:</p> <p>Monday 16th December 2019, 10.30-12 pm, NIPEC meeting room</p>	

ACTION	Comment	Completed/Ongoing
Wednesday 24th April 2019		
Retrospective record keeping guidance to follow post RCN session with the coroner on 5th September 2019	To be forwarded post meeting with senior nurses and coroner	Ongoing
Wednesday 23rd October 2019		
GMcK to forward final version of PACE presentation		Completed
PACE newsletter inserts to be sent to GMcK by 2nd December 2019		Completed
GMcK to seek advice/ obtain clarity in relation to PACE being introduced in educational facilities		Ongoing