

**PACE Facilitators' Meeting**  
**NIPEC Meeting Room**  
**Friday 13<sup>th</sup> March 2020, 10.30am – 1.30pm**



Attendance:

Margaret Kyle	TNMD officer	NHSCT	<b>MK</b>
Alison Blair	TNMD officer	NHSCT	<b>AB</b>
Helen McClurg	TNMD officer	NHSCT	<b>HMclL</b>
Gillian Craigan	TNMD officer	BHSCT	<b>GC</b>
Siobhan Kelly	TNMD officer	BHSCT	<b>SK</b>
Audrey Dowd	TNMD officer	BHSCT	<b>AD</b>
Amanda Malone	TNMD officer	SEHSCT	<b>AM</b>
Jane Patterson	TNMD officer	SEHSCT	<b>JP</b>
Susan Sandford	TNMD officer	SHSCT	<b>SS</b>
Sue Trouton	TNMD officer	SHSCT	<b>ST</b>
Liz McCormick	TNMD officer	SEHSCT	<b>LM</b>
Penny Moore	TNMD officer - teleconference	WHSCT	<b>PM</b>
Ann Curran	TNMD officer - teleconference	WHSCT	<b>AC</b>
Ann Taylor	TNMD officer - teleconference	WHSCT	<b>AT</b>
Elizabeth Crawford	TNMD officer - teleconference	WHSCT	<b>EC</b>
Lorraine Bell	PACE Facilitator	BHSCT	<b>LB</b>
Gillian McKee	Professional Officer (Chair)	NIPEC	<b>GMcK</b>
Angela Reed	Senior Professional Officer	NIPEC	<b>AR</b>

Apologies:

Dawn Mackin	TNMD officer	SHSCT	<b>DM</b>
Sharon Moffett	TNMD officer	BHSCT	<b>SM</b>
Jacqueline Rafferty	PACE Facilitator	BHSCT	<b>JR</b>
Carol Ferguson	TNMD officer	NHSCT	<b>CF</b>
Greta Linton	TNMD officer	BHSCT	<b>GL</b>
Alicia Dickson	TNMD officer	SHSCT	<b>AD</b>
Julieann McKeown	PACE Facilitator	BHSCT	<b>JMcK</b>
Juli Reid	TNMD officer	SEHSCT	<b>JR</b>
Ruth Millar	Kingsbridge		<b>RM</b>

Notes:                      Lukasz Karpinski                      NIPEC                      **LKa**

Agenda Item	Notes	Action
<b>1</b>	<b>Welcome, introductions and apologies</b> GMcK welcomed members to meeting. Introductions given and apologies noted. PM advised WHSCT has travel restrictions imposed. GMcK advised it's possible that this is last PACE meeting.	
<b>2</b>	<b>Notes of the previous meeting</b> Notes discussed and agreed.	

<p><b>3</b></p>	<p><b>Update of work streams relating to PACE</b></p> <ul style="list-style-type: none"> <li>• Adult</li> </ul> <p>GMcK advised impacts from strikes and covid-19 on PACE roll out. NIPEC still impressed with all work completed so far. Adult impatient PACE roll out should continue as normal. GMcK asked the group to advise weekly (end of the week) of pressures with roll out due to all impacts. LKa to create excel sheet to record advices. The group to adhere with Trusts organisational directions. PM advised meetings with ADN every day regarding ongoing situation.</p> <ul style="list-style-type: none"> <li>• Children's</li> </ul> <p>Will be discussed at the later meeting.</p> <ul style="list-style-type: none"> <li>• Other specialty areas</li> </ul> <p>DN: possibility to roll out PACE but with current issues might not happen. PM advised WHSCT very positive about PACE in DN teams. GMcK advised in terms of booklet production – the draft in final stages of production and must be approved and then produced by medical illustrations and go through tender before printing. GMcK advised it's up to individual Trusts to decide whether to use the booklet or continue with NISAT but data set must be mapped for patient's safety.</p>	<p>The group to advise weekly (end of the week) of pressures with roll out due to all impacts.</p> <p>LKa to create excel sheet to record advices.</p>
<p><b>4</b></p>	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>• Evaluative report</li> </ul> <p>GMcK advised the group of evaluative report and Ursula Gaffney from NIPEC will be joining the meeting later on to facilitate gathering information for her project and PACE.</p> <p>GMcK advised PACE Evaluation by universities still going ahead unless otherwise advised.</p>	
<p><b>5</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Titanic event</li> </ul> <p>GMcK advised names still to be registered as other sessions will be held if this one is cancelled. MK asked to include adult sector in those sessions as they are really important due to scenarios, troubleshooting and practical examples for new nurses. SS advised names collated centrally and will be registered later. PM advised very positive feedback from last PACE session in Crumlin Road Gaol.</p> <p>LKa to send current list of names registered from Trusts to TNMD officers.</p> <p>PM advised WHSCT would like not to lose the opportunity to attend such an event due to the imposed travel restrictions.</p> <p>GMcK advised colleagues from mental health settings keen to update their document and wanted to attend PACE session. This workstream to be picked up later this year.</p> <ul style="list-style-type: none"> <li>• PACE resource</li> </ul> <p>PACE resource discussed and GMcK presented content of PACE resource (concertina) – pocket, credit card sized resource.</p>	

	SS enquired regarding existing needs and revision of PACE records – the group advised it's about when needs are stable revisions weekly and if needs change weekly rewriting not appropriate. GMcK to coordinate review of existing needs slide on the presentation.	GMcK to coordinate review of existing needs slide on the presentation.
	<b>Next meeting:</b> To be amended after direction due to covid-19.	

ACTION	Comment	Completed/Ongoing
<b>Wednesday 24<sup>th</sup> April 2019</b>		
Retrospective record keeping guidance to follow post RCN session with the coroner on 5 <sup>th</sup> September 2019	To be forwarded post meeting with senior nurses and coroner	Completed
<b>Wednesday 23<sup>rd</sup> October 2019</b>		
GMcK to seek advice/ obtain clarity in relation to PACE being introduced in educational facilities		Completed
<b>Monday 16<sup>th</sup> December 2019</b>		
Amendments to previous action notes to be forwarded to NIPEC by 20 <sup>th</sup> December 20219		Completed
AR to clarify of the suitability of referring to other documentation, if the care is traceable in that documentation		Completed
AR to forward reflective tool to UCLH attendees in order to feedback regionally on the visit		Completed
PACE dates to be recirculated		Completed
PACE start dates to be collated by TNMD officers for evaluation report		Completed
<b>Wednesday 29<sup>th</sup> January 2020</b>		
LKa to send reminder of the PACE Workshop on 5 <sup>th</sup> February 2020 to the group		Completed
HSC trusts to forward name of ED link (TNMD officer)		Completed
AR to send an email to DN leads regarding audit tool		Completed
LKa to send DN and Learning Disability (LD) leads contacts to TNMD officers		Completed
GMcK to speak with AR regarding plans of evaluation presentation to ADoNs		Completed
LKa to send PACE evaluation presentation to the group		Completed
<b>Friday 13<sup>th</sup> March 2020</b>		
The group to advise weekly (end of the week) of pressures with roll out due to all impacts.		Ongoing
LKa to create excel sheet to record advices.		Completed
GMcK to coordinate review of existing needs slide on the presentation.		Completed