



**Induction Programme for Band 5 and Band 6 Nurses and Midwives
across the five HSC Trusts**

Notes

Friday 3rd March 2017 @ 10.00am

**Venue: Meeting Room, NIPEC, 2nd Floor, Centre House,
79 Chichester Street, Belfast**

Present:

Moira Mannion, (CHAIR) Belfast H&SC Trust
Frances Cannon, NIPEC (Project Lead)
Una St Ledger, Belfast H&SC Trust
Marjorie Mooney, Northern H&SC Trust (teleconference)
Sharon McRoberts – South Eastern H&SC Trust
Jacqueline Clarke, Southern H&SC Trust
Ursula Doherty, Rep HR Director for 5 Trusts, WHSCT (teleconference)
Fiona Bradley, Clinical Education Centre
Heather Finlay, DoH (teleconference)

Apologies:

Claire McGuigan, Northern H&SC Trust (teleconference)
Dawn Ferguson, Southern H&SCT
Sally Martin, Western H&SC Trust
Linzi McIlroy, Royal College of Nursing
Maura McKenna, Rep Staff Side Organisations
Mary Caddell, Royal College of Midwives
Marc Bailie, DOH Workforce Policy

1.	Welcome introductions Moira Mannion welcomed everyone to the meeting. The membership was reviewed and agreed as appropriate.	
2.	Agree Action Notes Notes of the meeting held on 7 th December 2016 were agreed as accurate. It was noted that the matters arising included on the agenda.	

3.	<p>Project Initiation Document</p> <p>Frances took the members through changes and the updated Project Initiation Document.</p>	
4.	<p>Feedback from Sub Group meeting held on 17th February 2017</p> <p>Frances shared the document produced by the subgroup. It was noted that list of topics for induction had been mapped against:</p> <p>a) the paper produced by the PHA which has made a number of recommendations regarding life support training which identifies the need for more emphasises on the recognition and management of the deteriorating patient.</p> <p>Heather Finlay advised that the aforementioned paper was included for discussion and agreement at the CNMAC meeting next week.</p> <p>b) Mandatory training list identified through Normative Staffing work stream.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Remove Legal and Professional issues – as this is intrinsic to the role of the registered nurse and is included in the pre-reg programme • Move manual handling to CPD list • Supervisee training to be included in the CPD “within 6 month” list • Agreed Dementia training should be included “within 6 month” list linked the regional dementia strategy. • Quality 20:20 Attributes training should be included in the Corporate induction list. <p>Noted:</p> <p>Human Resources is working toward Corporate induction delivery before the employee starts in the workplace.</p> <p>Discussion re: Induction passport</p> <p>HRPTS should “be the passport” for the recording and evidence that induction training has been completed.</p> <p>Ursula advised there is a meeting on the 3rd June to explore how HRPTS can record supervision.</p> <p>It was agreed that a final recommendation from this work should advise that this work should be included in the technology support to monitor and track training and education going forward.</p>	

	<p>Induction programmes</p> <p>Propose a 2 day programme that runs 4 times a year which should mean nurses and midwives should be in post for no longer than 6weeks before being able to access their “professional Induction”</p>	
5.	<p>Next steps</p> <p>a) A sub group led by Dr Una St Ledger BHSCT and key staff form CEC including Anne Marie Philips, Majella Dornan, Fiona Bradley and Marjorie Mooney NHSCCT should be convened to prepare a programme which includes the topics identified in the scoping as induction mindful that some of the training will be delivered in- house.</p> <p>b) Frances to prepare a paper of the outcomes of the scoping and identify recommendations by 3rd week April. This will be shared virtually for comment and sign of by the steering group before being presented to CNO/CNMAC.</p>	
6.	<p>Date and time of next meeting: No more meetings required</p>	