

# Review of In-house Nursing and Midwifery Education Activities within HSC Trusts

## Task and Finish group meeting

**Date:** Wednesday 21<sup>st</sup> July 2021 at 10am

**Platform:** Zoom videoconference

**Present:**

Kathy Fodey (KF)(PHA) (Chair)	PHA
Ann Marie Ward (AMW)	BHSCT
Sharon Burnside (SB)	SHSCT
Roisin Devlin (RD)	SEHSCT
Sally Martin (SM)	WHSCT
Patricia Cosgrove (PC)	DoH
Fiona Bradley (FB)	NIPEC

**Apologies:**

Claire Crowe (CC)	NHSCT
Dawn Ferguson (DF)	SHSCT

Agenda Item	Notes	Action by
1&2.	<p><b>Welcome and introductions</b></p> <p>KF welcomed everyone to the meeting. Apologies were noted.</p>	
3.	<p><b>Minutes of Previous Meeting (10<sup>th</sup> June 2021)</b></p> <p>These were agreed as a final and accurate account.</p>	
4.	<p><b>Review and agree the definition of in-house education activities</b></p> <p>The group considered and agreed that a modified definition used within the In-House Teaching Activities Quality Assurance Process Self-Assessment Tool (2013) was the most appropriate: 'In-house' is defined as a teaching activity led within a Trust by a nurse or midwife. These activities should primarily focus on changing practice and improving the safety and quality of the delivery of patient and client care, including the patient experience'</p>	
5.	<p><b>Review and agree the inclusion and exclusion criteria for Phase One of the project</b></p> <p>The group considered and refined the inclusion and exclusion criteria to be used to define 'in-house education activities' within Phase Two of the project.</p>	

6.	<p><b>Review comments and agree draft Project Initiation Document (PID)</b></p> <p>The group reviewed and agreed the content of the PID</p>	
7.	<p><b>Review comments and agree draft Terms of Reference (ToR)</b></p> <p>It was agreed by the group that the ToR, especially the Accountability terms could be incorporated into the body of the PID.</p>	
8.	<p><b>Next Steps</b></p> <p>The group members were thanked for the submission of their Trust mandatory training lists. This information will be used within Phase Two of the project.</p> <p>KF and FB to finalise the PID and present to Angela McLernon CEx, NIPEC, for comment and feedback. Group to convene again in September for final comments before submitting document to CNO in October 2021.</p>	KF &FB
9.	<p><b>Any Other Business</b></p> <p>No other business.</p>	
10.	<p><b>Date and time of next meeting</b></p> <p>To be arranged.</p>	