

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

Task and Finish group meeting

Wednesday 27 April 2022 at 1.30-3.30pm

Platform: Zoom videoconference

Present:

Paula Forrest, Deputy Director of Nursing Workforce, Education, Regulation & Informatics (Chair)	PF
Ann Marie Ward, Lead Nurse Regulation Learning & Informatics BHSCT	AW
Aishleen Cunningham, Practice Education Facilitator, NHSCT	AC
Sally Martin, Head of Nursing and Midwifery Workforce WHSCT	SM
Sharon Burnside, Head of Nursing & Midwifery Education and Workforce Development SHSCT	SB
Roisin Devlin, Nurse Lead for Workforce Education and Development SEHSCT	RD
Katy Rennick, Interim Nursing Officer, Workforce, Education & Regulation, Dept of Health	KR
Fiona Bradley, Senior Professional Officer, NIPEC	FB
Linda Woods, Administrative Officer, (note taker) NIPEC	LW

Apologies: Patricia McNeilly Nursing Officer, Workforce, Education & Regulation, Dept of Health
 Claire Crowe, Lead Nurse for Education and Development NHSCT

Agenda Item	Notes	Action by
1	Welcome PR welcomed everyone to the meeting. Patricia McNeilly will be joining the group as the DoH representative. As Patricia is on leave Katy Rennick is attending today's meeting on her behalf.	
2	Apologies As above.	
3	Previous Notes of 31st March 2022 and matters arising Notes of 31 st March 2022 agreed and all actions completed. Equality and Human Rights Screening Template As part of the Equality screening process FB raised the point of how we identify and ensure that all needs of those attending the education programmes are met taking. The Group discussed this issue in detail and agreed that this would be covered in the Review and would become a recommendation at the end of the Project. FB to amend template and return to BSO for further screening.	FB to amend Template and return
4	Feedback from HSC Trusts on progress with completion of the Scoping Tool Trusts reported their current status regarding completion of the scoping tool within their HSC Trusts:- SEHST – RD commented that most of their training was done as additional training within SEHSCT resources and there was very few education activities falling within the parameters of the inclusion criteria of this Review.	

	<p>WHSCT – SM commented that the Scoping Tool had been sent out.</p> <p>BHSCT – AMW commented that the Scoping Tool been sent out. It was also sent to the midwives for completion even though they had been included as part of the pilot.</p> <p>SHSCT – SB commented that the Scoping Tool had been circulated and 2 PEFs are checking the returns.</p> <p>NHSCT – AC commented that the Scoping Tool along had been circulated and was resent to the midwives again even though they were included within the pilot. No concerns to date and all on track.</p> <p>PF thanked everyone for keeping up the momentum. The plan is for the Scoping Tools to be returned to the Education Leads by the 23rd May 2022 for cleansing and forwarded to PF and FB by 30th May 2022.</p>	
<p>5</p>	<p>Programme of Work and GANNT Chart – timelines</p> <p>Programme of work timelines were discussed. PF and FB to meet following returns (30th May 2022) in preparation for the meeting on the 7th June and develop a matrix/list to use for amalgamation of the collected data. Data will be reviewed and discussed for the deeper dive, with an agreed data set.</p> <p>FB presented the <i>In-House Teaching Activities Quality Assurance Process Self-Assessment Tool</i> as a guide and it was agreed this would be a good benchmark to use. It was suggested that it may be beneficial to combine aspects from this Tool and the <i>NIPEC QA Framework</i> together to develop the assessment tool. It was also discussed that parts of the <i>Learning Agreement and Evaluation of Learning on Practice Framework (2021)</i> may be useful. FB to circulate the Learning Needs Analysis Tool for information before the next meeting.</p> <p>Consideration needs to be given within this work to Encompass, Digital Health, virtual and blended learning approaches, as well as the necessity for staff not having to repeat education programmes if moving across Trusts and that there should be some kind of assurance put in place around this.</p> <p>FB mentioned that information on the Review is now on the NIPEC website – link to be forwarded.</p> <p>Screen shot of members taken - to be sent to the Group for sharing within Trusts and put up on Social Media sites.</p>	<p>FB to circulate Learning Needs Analysis Framework</p> <p>Forward NIPEC website link</p> <p>LW to forward screen shot of members Add to Social Media sites</p>

6	In-house Teaching Activities Quality Assurance Self-Assessment Tool and Quality Covered above in No.5	
7	Date and time of future meetings Tuesday 7 th June: 10.30-12.30pm Thursday 30 th June: 12.30-2.00pm Wednesday 20 th July: 1.30-3.30pm	
8	Any other business No other business. PF thanked everyone for their input.	
Action		Comment
Equality Screening Template to be amended and returned to BSO		FB
Learning Needs Analysis Framework to be circulated		FB
Forward NIPEC website link		LW
Screen shot of members to be circulated to Group for onward circulation		LW
		Completed/On-going