

Minutes of the fifth meeting of the Northern Ireland Practice and Education Council Meeting held on Wednesday, 12th March 2003, in the Boardroom, Centre House, 79 Chichester Street, Belfast at 2.00 pm

PRESENT:

- Mrs M Griffith, Chair**
- Miss P Blaney, Chief Executive**
- Prof J Boore**
- Mrs T Byrne**
- Miss J Hill**
- Dr S Magee**
- Dr B McCarthy**
- Mrs D McCormick**
- Mr I McGowan**
- Miss F McMurray**
- Mrs M O'Hagan**
- Mrs P Patten**
- Mr M Rea**

IN ATTENDANCE:

- Miss L Barrowman, Senior Professional Officer**
- Dr T McCance, Senior Professional Officer**
- Mr B McGrath, Senior Professional Officer**
- Mr E N Thom, Head of Corporate Services**
- Mrs H Craig, Administrative Team Leader**

OPEN SESSION

1.0 APOLOGIES

1.1 An apology had been received from Mrs M O'Hare.

2.0 CHAIR'S BUSINESS

2.1 The Chair welcomed members of the public to the meeting.

2.2 The Chair indicated to members that letters of congratulations had been sent by her on behalf of NIPEC to Professor Mary Hanratty, who had received the CBE in the New Years Honours List for services to nursing and also to colleagues who had recently been appointed to senior positions within the nursing profession.

2.3 Condolences were expressed by members to Mr Edmund Thom on the recent death of his father.

2.3 Members **noted** the papers tabled for items 5.0 (i), 5.2, 7.0 (i), 8.1, 10.0 (i), 17.1 and 21.2.

3.0 MINUTES OF THE PREVIOUS MEETING

The Minutes of the meeting held on 6th November 2002 – NIPEC/4/02, copies of which had been circulated were **agreed** by Council and signed by Chair as a correct record of the meeting.

4.0 MATTERS ARISING

4.1 STATUTORY RULES OF NORTHERN IRELAND 2002 NO.386 (MINUTE 4.1)

Members **noted** receipt of the above Statutory Rules copies of which had been circulated to them for information.

4.2 NIPEC CORPORATE STRATEGY (MINUTE 4.2)

Item 11.1 of the Agenda referred.

4.3 EQUALITY ACTIVITY (MINUTE 4.3)

Item 11.2 of the Agenda referred.

4.4 DHSSPS – CLINICAL PLACEMENTS (MINUTE 4.4)

Item 9.1 of the Agenda referred.

4.5 NMC CONSULTATION ON REGISTER AND OTHER ISSUES (MINUTE 2.3 & 5.2)

Item 5.1 of the Agenda referred.

4.6 NURSE PRESCRIBING: JOINT SUBMISSION BY QUEEN'S UNIVERSITY, BELFAST AND THE UNIVERSITY OF ULSTER (MINUTE 8.2)

Item 9.2 of the Agenda referred.

4.7 “USING AND DOING” PROJECT (MINUTE 9.1)

Item 8.1 of the Agenda referred.

5.0 CONSULTATION ACTIVITY

Members **noted** receipt of a Consultation Activity Report copies of which had been circulated to them for information.

- (i) DHSSPS – Review of the Northern Ireland Council for Post Graduate Medical and Dental Education – (NICPMDE) (Item 44 of the Consultation Activity Report referred)**

Members **noted** that the response on the review report had been cleared through Chair's Action. The Chief Executive gave a brief overview of the response, copies of which had been tabled for members. It was **noted** that the response had been very positive and extremely supportive especially in regard to establishing links between NICPMDE and NIPEC with comments being made in respect of specific recommendations in the report. Members **received** the response.

(ii) **DHSSPS – Developing a 20 Year Regional Strategy for Health and Social Services: Initial Consultation (Item 43 of the Consultation Activity Report referred)**

Mr Brendan McGrath, Senior Professional Officer gave an overview of the main themes within the initial consultation document, and an outline of NIPEC's response, structured under the 'themes' highlighted in correspondence from Mr Clive Gowdy of the DHSSPS on the 20th February 2003. Mr McGrath would be attending a workshop on the 20 Year Regional Strategy on Friday the 14th March 2003 at the Department Members **received** Mr McGrath's verbal response.

Miss Judith Hill, Chief Nursing Officer **reported** that the structure for taking forward work in regard to the consultation would shortly be put in place. It was **noted** that working groups would be set up and members and officers of NIPEC could be asked to join the membership of these working groups which would be probably based on the themes as outlined in the consultation documents.

It was suggested that role development in regard to enhancing equality in community nursing would be beneficial, because of the poor use made of this service in some areas in the past the culture required to be changed, and there was a need to sell this particular service.

It was **noted** that in the South West of the Province there was an emphasis on nurse led initiatives with some nurses being retrained and some learning additional skills. It was **agreed** that for role development and learning by example the nurse led initiatives were very appropriate.

5.1 NMC CONSULTATION ON REGISTER AND OTHER ISSUES

Members **noted** that the response had been finalised by Chair's Action and forwarded on the 20th December 2002. A copy of the response had been available on the Members' Table. Members **received** the response. It was **noted** that at the Nursing and Midwifery Council meeting which had taken place the previous week, details of the new three part register had been confirmed, this comprised of nursing, midwifery and specialist community public health nursing.

5.2 NHS CONSULTATION ON A DEVELOPMENT PLAN FOR NHSU

Receipt was **noted** of correspondence received from the Human Resource Director, DHSSPS dated 20th December 2002 requesting comments on the consultation Development Plan by the 28th December 2002. Three nominations from NIPEC, two Senior Professional Officers and the Chief Executive were invited to attend an NHSU Workshop on Friday, 31st January 2003. Responses to the NHSU consultation were to be sent to Ms Lynn Davison, Workforce Development Unit and e-mailed to the NHSU organisation. Copies of an e-mail dated 21st February 2003 acknowledging receipt of the comments and copies of the response to the DHSSPS had been tabled for members.

Mr McGrath, Senior Professional Officer presented an overview of the response. It was noted that the initiative itself was welcomed, but the document, whilst acknowledging work based learning programmes, had not considered practice development as a concept. It was noted also that NIPEC did not support the NHSU's aim of acquiring full university status and suggested that the needs of the NHS workforce may be served better by either an institute or academy. Members **received** the response.

6.0 CORRESPONDENCE

No business.

7.0 DEVELOPMENT FRAMEWORK

- (i) Members **ratified** a paper presenting the approach for the design of a Development Framework, copies of which had been tabled for members. It was noted that the paper incorporated comments received from Members.
- (ii) Members **confirmed** the nomination of Mrs M Griffiths, as Chair and Mrs M O'Hare as lay member representative of the Project Board who would take forward the work of the Development Framework.

8.0 DEVELOPMENT OF PRACTICE

8.1 "USING AND DOING" PROJECT (Reviewing progress and strategic planning of research and development in the nursing and midwifery professions)

- (i) Dr Tanya McCance, Senior Professional Officer gave a visual presentation of the project to date. Copies of the visual presentation had been tabled for members. It was **noted** that this project was a follow on from work completed by Dr Mason and Professor McKenna in 1998. DHSS&PS have now commissioned NIPEC in partnership with the R & D Office to develop the original work and one of the key objectives was to identify key priority areas for research and development over the next three to five years. It was **noted** also that NIPEC had advertised for a Project Officer to assist Dr McCance with the work involved in the project. Members **received** Dr McCance's presentation.
- (ii) Members **confirmed** the nomination of Mrs P Patten as NIPEC lay member to the membership of the Steering Group. It was **noted** that the first meeting of this Group had taken place the previous week.

8.2 NIPEC SEMINAR HELD ON 24TH JANUARY 2003 – "Demonstrating Practice Development Programmes and Strategic Discussion"

Copies of a report on the seminar had been circulated. Mr McGrath, Senior Professional Officer presented the report. Members **agreed** the report was an accurate reflection of the seminar. It was indicated by a member that the official launch date of the Royal Victoria Hospital and the Belfast City Hospital joint project was planned for the 19th March 2003. The importance of including the independent sector in development of practice was also highlighted.

9.0 DEVELOPMENT OF EDUCATION

9.1 DHSSPS – CLINICAL PLACEMENTS

Miss Lesley Barrowman, Senior Professional Officer gave a verbal report on this item. It was **noted** that this project had been commissioned by DHSSPS in September of last year as a result of the increase in the number of student nurses and the difficulties incurred regarding securing adequate clinical placements. Four part time education facilitators had recently been working with Miss Barrowman in taking the work forward. Meetings had already taken place with key members of staff from the two universities and this had proven to be a very worthwhile and informative

exercise. Questionnaires had been issued to the Trusts and independent sector and the Focus Group meetings were currently underway with the Universities and Trusts to explore issues raised within the questionnaires responses. It was commented that it would be interesting to see the whole package when all the information was available both from the universities and service. It was anticipated that this project would be completed by the end of April.

The question was asked if students' views had been sought in regard to clinical placements as this could have been an ideal opportunity to involve them in what was a fraught element of their training.

It was **noted** that the views of the students had not been part of the remit of the project, but their views would have been sought through the normal approval and monitoring procedures which were undertaken by officers at universities on a yearly basis. Students also completed an evaluation of clinical placement form.

9.2 NURSE PRESCRIBING: JOINT SUBMISSION BY QUEEN'S UNIVERSITY, BELFAST AND THE UNIVERSITY OF ULSTER

Miss Barrowman, Senior Professional Officer gave a verbal report on this item. It was **noted** this had been a unique process in that it had been a joint programme for the University of Ulster and Queen's University of Belfast and tri-partite validation with the two universities and NIPEC. The programme had been **agreed** for a five year period with conditions and would be reviewed after the first year. Miss Hill expressed congratulations to all concerned for this initiative and it was hoped there would be a public launch of the programme in due course.

9.3 APPROVAL AND MONITORING CIRCULAR

Miss Barrowman, Senior Professional Officer gave a verbal report on this item. It was **noted** that the draft Approval and Monitoring Circular had been issued for consultation to universities, service and Health Boards at the end of December 2002. The feedback to date had been very positive in that the Circular was clear and easy to understand. It was **noted** that the Joint Validation Agreements with the two universities were being taken forward and would include the tripartite arrangements which had been used for approving courses.

Professor Boore asked that officers meet with relevant staff from the University of Ulster prior to the Circular being finalised.

10.0 COMMUNICATIONS

- (i) Mr Edmund Thom, Head of Corporate Services presented the paper copies of which had been tabled for members. Members **ratified** the paper.

Mr Thom, as Chair of the Website Working Group indicated to members that it was anticipated that NIPEC's Website would be up and running on the 24th March 2003 with the site being updated fortnightly.

- (ii) Members **confirmed** the following professional and lay members of the Council to the membership of the Clearing Housing:
Mr Iain Magowan, Mrs Pat Patten, Dr Brendan McCarthy, Mrs Margaret O'Hagan, Mr Michael Rea and Mrs Thelma Byrne.

- (iii) Copies of future scheduled NIPEC presentations by officers had been tabled for members. It was **noted** that if members wished to participate in any of these presentations that they should make the relevant officer aware of this.

11.0 CORPORATE GOVERNANCE

11.1 NIPEC CORPORATE STRATEGY

It was **noted** that the publication of the Corporate Strategy had been temporarily delayed as the printer who was undertaking the work had been declared bankrupt. A new printer was now taking the work forward and a first draft of the Strategy should be available later during the current week.

11.2 EQUALITY ACTIVITY

Mr Edmund Thom, Head of Corporate Services presented the final draft of the NIPEC Scheme following a 13 week consultation period. Members **approved** the Equality Scheme, copies of which had been previously circulated to members. It was **noted** that the Scheme would now be forwarded to the Equality Commission.

12.0 REPORTS FROM STANDING COMMITTEES

12.1 AUDIT COMMITTEE

Miss Frances McMurray, Chair of the Audit Committee presented this item.

Members **received** the confirmed Minutes of the Audit Committee meeting held on the 27th November 2002, copies of which had been circulated.

Members **received** the unconfirmed Minutes of the Audit Committee meeting held on the 13th February 2003, copies of which had been circulated.

Members **ratified** the amended constitution and terms of reference of the Audit Committee, copies of which had been circulated.

12.1.1 FINANCE STATEMENT OF ACCOUNTS for period ending January 2003

Copies of the above Finance Statement of Accounts had been circulated. Mr Thom, Head of Corporate Services presented the Accounts. Members **received** the accounts.

13.0 POLICY UPDATES

13.1 AGENDA FOR CHANGE – NEW PAY SYSTEM IN THE NHS

It was **noted** that Information received from Human Resources, CSA, dated 28th January 2003 and copy of letter from Joint Chair and Secretaries under the Pay Modernisation Talks had been copied to each member of staff. Miss Hill, Chief Nursing Officer, DHSSPS presented this item and updated members. It was also **noted** that this pay system would apply to staff within the Health Service with the exception of Chief Executives, Executive Directors, Doctors and Dentists.

13.2 DEVELOPING BETTER SERVICES

It was **noted** that “Developing Better Services” was launched on the 24th February 2003 and members had previously received a copy of the Press Release. Miss Hill, Chief Nursing Officer, DHSSPS presented this item and updated members. It was also **noted** that nursing roles would be strengthened and developed and new roles would be introduced. Further information would be available within the next couple of months.

13.3 BEST PRACTICE – BEST CARE – POLICY DEVELOPMENTS

Miss Hill, Chief Nursing Officer, DHSSPS presented this item. It was **noted** that legislation had been passed by Westminster, had now been presented for the Queen’s approval and the expectation for completion was the 1st April 2003. It was **noted** that there would be an opportunity for NIPEC to be involved in taking forward the work connected to this project.

14.0 ANY OTHER BUSINESS

No business.

15.0 NOTICES OF MOTION

That the press and the public be asked to leave the meeting, due to the confidential nature of the further business to be discussed.

Members of the public left the meeting at this juncture.

3.40 pm the meeting was adjourned for a short break.

16.0 DATE, TIME AND VENUE OF NEXT MEETING

Wednesday, 18th June 2003, in the Council Room, Centre House, 79 Chichester Street, Belfast at 2.00 pm.