

Working Group Meeting

Thursday 7 February 2019, 11:00 – 13:00

**Venue: Room MBC/01/004, Queens University Belfast, Medical Biology Centre, QUB
97 Lisburn Road, Belfast BT9 7BL**

Minutes

In Attendance

Heather Finlay	DOH
Angela McLernon	NIPEC
Frances Cannon	NIPEC
Peter Barbour	DOH
Maura McKenna	Trade Unions
Dr Neal Cook	UU
Prof Christine Brown Wilson	QUB
Sinead Deane	QUB Student (Children's)
Dr Jenny McNeill	QUB
Donna Gallagher	OU
Allison Hume	NHSCT
Shona Hamilton	NHSCT
Clare-Marie Dickson	SEHSCT
Lynn Woolsey	SHSCT
Brendan McGrath	WHSCT
Moira Mannion	BHSCT
Kathy Fodey	PHA
Kerrie McLarnon	NHSCT
Joanne Fitzsimons	SEHSCT
Lynn McKeown	BHSCT
Sharon Conlan	SHSCT
Carol McGinn	WHSCT
Rita Devlin	RCN
Fiona Bradley	CEC
Owen Barr	Ulster University
Tracie Flemming	NHSCT

Apologies

Kathy Fodey	PHA
Yvonne Connolly	BHSCT
Ann Geraghty	FSHC
Stephanie McDowell	FSHC
Hilary Maguire	Hospices (NI Hospice)
Breda Henderson	Student (Adult Nursing)
Sue West	NMC
Dr Karen McCutcheon	Queens University

1. Welcome & Apologies

Angela McLernon (AMcL) welcomed attendees, introductions were made and apologies noted as above.

2. Chairs opening remarks

AMcL extended her thanks to the group for the level of engagement from everyone and the volume of work undertaken to date.

3. Previous Minutes

Minutes for the Working group meeting, held 10 January 2019, were agreed as accurate and final.

3.1. Update on Actions

Frances Cannon (FC) provided an update on actions from the meeting (see appended Action Table).

4. NMC Update

FC (on behalf of Sue West) provided an update as follows:

- Education standards are now live.
- Mott McDonald have now commenced the programme approval events against the new standards
- Standards for medicines management have been withdrawn, all registrants were sent a communication and signposting is available on our website
- Additional supporting information and FAQ's now available on the website accessible on the standards for student supervision and Future nurse proficiency pages
- Academic assessor supporting information to be published along with a blog on Friday.

AMcL also noted that she had met with Cathy Harrison (CH), Chief Pharmaceutical Officer, to enquire if PSNI intent to adopt the RPS guidelines and standards. She also highlighted that clarity was required to ensure that programmes for nonmedical prescribing remain aligned top the same standards. CH understood that NI pharmacy prescribing is aligned to RPS. AMcL also highlighted to CH that the NMC have stood down their medicines management guidance.

AMcL updated the WG with the key themes from the Four Country Midwifery Programme meeting, held on 16th January 2019 and the WG noted shared themes between NI and the three countries.

The WG has planned to listen to NMC's webinar from 12:00 – 13:00, but due to time constraints the WG agreed to continue with work stream updates, and that the Webinar link would be shared after the meeting.

5. Programme Board Update

Programme Board had not met since the last working group meeting but AMcL noted that Charlotte McArdle (CNO and Co-Chair of the Programme Board) had attended all FNFM events and workshops to date.

FC attended a FNFM Four Countries meeting at NMC, London, with three FNFM NI Work Stream representatives. This was an extremely successful meeting with plenty of discussion on models, approaches, issues and solutions shared across all four countries' work streams.

6. Organisational Update

AMcL asked the WG if a set reporting structure for organisations would be preferred; this was agreed. Structure will be advised and implemented at the next meeting.

An update on various FNFM activity and events occurring within all organisations was provided and no exceptions or concerns were noted.

7. Work Stream Updates

7.1. Curriculum Development

FC advised that separate stakeholder workshops for Mental Health, Children's and Learning Disabilities Curriculum had taken place and that an Adult workshop would be taking place shortly. Workshops have had good attendance and input to date. There will be links needed to the PAD subgroups which will be established when appropriate.

7.2. Practice Assessment Document

Neal Cook (NC) advised that meetings had taken place with AEIs and FNFM Work Stream Co-Chairs to review the Draft PAD, and that a meeting with mentors and students would take place soon. Feedback had been positive and the draft PAD had also been shared with the other three countries for sense checking. The Pad will need to be populated to satisfy the four fields of practice. After development, there will need to be a review to refine the PAD following its use in practice. The timescale for this will be agreed. An PAD update will be provided at the next PB meeting.

Regarding funding for an electronic PAD AMCL advised that NIPEC had submitted a bit to the DoH (via Capital Commissioning). There is no outcome of this to date.

7.3. Supervision and Assessment

Clare Marie Dickson (CMD) advised that a workshop had taken place with key stakeholders to get feedback on the role of supervisor, assessor and academic assessor. An overview of areas that required further consideration was provided:

- Which roles should be recorded on a register and should this be local or central – after consideration the WB agreed that a paper would be presented to the Programme Board (PB) at the next meeting for decision.
- The roles of support worker and the NISCC register would be put to PB for discussion/decision.
- Transition arrangements need to be collectively agreed from students, but further discussion would take place with PB to consider options and make recommendations on transitioning arrangements.

The WG highlighted concerns if two programmes were to run alongside each other and were also mindful of the use of language 'new' and 'old' to avoid creating a false sense of skills being outdated.

7.4. Practice Placements

Lynn Woolsey (LW) advised that the first workshop was held yesterday; broad feedback on the day indicated there were varying levels of awareness. Overall there was agreement to broaden practice learning environments, with some extant examples provided by attendees. There is still variation across settings. Further analysis of the workshop outcomes and discussions would take place and recommendations would be put forward to the WG.

There was also some discussions required regarding student flow and practice placement audits; this may be presented to the PB for final agreement.

A meeting with the Independent Sector would be held on 19th February to look at practice placements.

WG members discussed the importance of making links in wider environments to open up Practice Learning Environment opportunities.

7.5. Engagement and Communication

FC advised that the FNFM Twitter chat held on 24th January went well and it indicated an appetite for future Twitter chats which would be considered by the work stream. A second communique was in

progress for circulation late February and FNFM penguins and information leaflets were being designed at present. Photographs of students were also being sought to include in communication materials.

WG discussed the possibility of using Pod Casts and agreed to assist with IT facilities, where available, if this is needed.

AMcL advised that the NIPEC conference would be held on 6th March 2019 and at which FNFM work stream representatives were scheduled to present.

8. Risk register

The WG discussed Gateway One (30 April) and possible risks regarding coordinating the collection of evidence within this timeframe. The WG agreed that a list from AElS noting specific policies/areas of evidence required from Trusts or FNFM Work Streams would be prepared, and that AElS would meet with Work Stream Co-Chairs and POs on 28th February 2019 to consider evidence requirements. (Julie Messenger OU, Diane Lyttle UU, Owen Barr UU and Christine Brown Wilson QUB to attend).

Some members noted that some policies and documentation will require review or be in draft and may not be finalised by Gateway One. Clarity from NMC will be sought and monitored via the Risk Register.

A meeting is to take place today to review the Practice Placement Agreement and an update would be provided at the next WG meeting.

The WG noted, for inclusion on the risk register, that further to invitation and recruitment, the Independent Sector remained unrepresented in a FNFM Co-Chair or Professional Officer role,

AMcL advised the WG that the risk register should be updated in between meetings if the need arises.

9. AOB

AMCL advised that Budgets Statements were yet to be advised in Northern Ireland and NIPEC had sought a response around funding for FNFM post-March; a response is still to be advised.

10. Date of next meeting/s

13 March 2019	11:00 – 13:00	DoH D2 Room
11th April 2019	11:00 – 13:00	Venue: TBC
9th May 2019	11:00 – 13:00	Venue: TBC
11 June 2019	11:00 – 13:00	DoH D2 Room
16 July 2019	11:00 – 13:00	DoH D2 Room
15 Aug 2019	11:00 – 13:00	DoH D2 Room
12 Sept 2019	11:00 – 13:00	DoH D2 Room
15 Oct 2019	11:00 – 13:00	DoH D2 Room
14 Nov 2019	11:00 – 13:00	DoH D2 Room
17 Dec 2019	11:00 – 13:00	DoH D2 Room

New Actions (7 February 2019)

Ref	Detail	Owner/s	Due	Status
AP11	<p>Supervision and Assessment – Information to be put to FNFM PB:</p> <ul style="list-style-type: none"> • Transitioning • NISCC register/Support workers and supervision • Supervision Roles and Register/s 	CMD	26/2/19	New
AP12	Gateway 1 requirements/readiness – AElS to prepare a list of evidence requirements from Trusts and other practice partners and include J Messenger, D Lyttle, O Barr and C Brown Wilson in meeting on 28th	FC	28/2/19	New
AP13	Clarity to be sought from NMC regarding submitting policies that require or are undergoing review – to be noted on risk register	FC	26/2/19	New
AP14	Practice Placements – discussions are required regarding student flow as well as audits; this may be presented to the PB for agreement.	LW	26/2/19	New
AP15	Practice Assessment Document - An update to be provided at the next PB meeting and to seek endorsement on work to date	NC	26/2/19	New
AP16	For inclusion on the risk register, that further to invitation and recruitment, the Independent Sector remained unrepresented in a FNFM Co-Chair or Professional Officer role. FC to continue to seek representation to the work stream	FC	13/3/19	New

Actions in Progress

Ref	Detail/Update	Owner	Due	Status
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AP1	<p>It was agreed to seek an update from the NMC review of post –registration NMC Programmes including specialist practice programmes - and if there was any indication of the likely outcomes of the review.</p> <p>Update - Status requested, however NMC awaiting feedback/recommendation from Blake Stevenson review</p>			
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Actions Completed

Ref	Detail/Update	Owner	Due	Status
AP7	<p>Communication and Engagement group to consider promotional materials (penguins, flyers etc)</p> <p>Update -</p>	EC Work Stream		Completed
AP8	<p>Next working Group meeting to include NMC Webinar and QUB to host to facility IT access. Arrangements to be put in place.</p>	QUB/FNFM Admin		Completed
AP10	<p>Risk register Amendments:</p> <ul style="list-style-type: none"> • Downgrade R2 likelihood to 1 • R5 – can come down to 2 now that there’s an agreed format • R7 – reword to introduce the risk as “culture change” may not occur 	Programme Lead		Completed
AP4	<p>The FNFM Professional Officers agreed to- in the context of the NMC requirements relating to Gateway 1 review policies in their respective organisation to ensure there are up to date</p>			Agreed
AP5	<p>Raise at the PB the need to - Plan a refresh and update of the Practice Learning Agreements between the DoH the AEIs and HSC Trusts to help satisfy a number of the NMC Mott McDonald requirements for Gate way 1</p>	FC, DoH, AEIs and Trusts		Completed

	Update – Nominations agreed and meeting to be held on 7/2/19			
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