

Venue: D2 Conference Room Castle Buildings, Stormont Belfast

Minutes

In Attendance	Organisation
Heather Finlay (Co-Chair)	DOH
Angela McLernon (Co-Chair)	NIPEC
Ann Geraghty	FSHC
Carol McGinn	WHST
Clare-Marie Dickson	SEHST
Dr Jenny McNeill	QUB
Dr Karen McCutcheon	Queens University
Dr Neal Cook	UU
Fiona Bradley	CEC
Frances Cannon	NIPEC
Hilary Maguire	Hospices (NI Hospice)
Joanne Fitzsimons	SEHST
Kerrie McLarnon	NHST
Lynn McKeown	BHST
Maira Mannion	BHST
Rita Devlin	RCN
Sharon Conlan	SHST
Stephanie McDowell	FSHC
Tracie Flemming	NHST
Yvonne Connolly	BHST
Apologies	
Brendan McGrath	WHST
Donna Gallagher	OU
Eilish Boyle	NIPEC
Lynn Woolsey	SHST
Sue West	NMC
Shona Hamilton	NHST

1. Welcome & Apologies

Heather Finlay (HF) welcomed attendees, introductions were made and apologies noted as above.

2. Chairs opening remarks

HF gave an overview of the significant amount of work and activity across all the work streams since the last working group meeting. An update on the volume of work underway to prepare for Gateway 1 on the 30th of April 2019 was provided, and acknowledgment was noted to the FNFM Professional Officers for the work relating to the review and uploading of information across all Trusts.

3. Previous Minutes

Minutes for the Working group meeting, held 7 February 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

Sue West provided apologies for the meeting. HF referred to G Walters (GW) NMC presentation at the NIPEC conference.

HF also highlighted how GW recognised the approach used in NI in moving the FNFM agenda forward. HF congratulated and thanked everyone for their work which is key to the delivery of successful outcomes.

Four County Engagement

FC highlighted a teleconference with the four countries and the approaches being taken for Gateway 1. A four countries meeting has been scheduled to take place in Edinburgh, 6 June 2019 which will focus on:

- Learning from the experience of those who have gone through the process
- Single student assessment feedback
- Transitioning
- Quality Assurance of Practice Placements

It was agreed that this would be useful and that FC should take this forward.

5. Programme Board Update

The Programme Board met on the 26th of February and a number of decisions were discussed and agreed at that meeting aligned to work streams including, transitioning, use of a Practice Assessor Register the direction of travel for the development of the Northern Ireland PAD. It was also agreed that it was timely to review the infrastructure to consider what is needed for Midwifery. This is to be decided in the near future.

An IT representative/s is to be nominated for the FNFM PAD work stream, with a view to establishing a subgroup to consider the development of an E-PAD. Andrew Dawson, Co-Chair, Programme Board is progressing this.

FC has spoken to the NMC regarding the volume of evidence required by Mott McDonald for Gateway 1. GW has emailed to confirm this is still required, however highlighted that this is a one off exercise which does not need to be repeated.

Anne Trotter has confirmed in email to the CNO that only professional staff may be used from the NISCC register and that the guidance will be amended to ensure there is clarity.

6. Organisational Updates

Trusts provided an update on activity within their area, including an update on Communication strategies and policies relevant to the new standards.

Karen McCutcheon (KMcC) sought clarification where Trusts have restrictions through local policies that students, and in some situations registrants, may not undertake specific procedures/tests. e.g. IV cannulation, Male catheterisation, rectal exam, evacuation etc. KMcC highlighted variations on this within Trusts.

Action – PO's to review and highlight/escalate with Trusts the policies which need to be revised and work with EDoNs within own Trusts to resolve this.

Independent sector representatives advised that NIPEC FNFM communiques have been circulated.

Action - Hilary Maguire and FC to liaise to discuss a FNFM event for Hospices in NI.

Concern was raised re the breadth of areas within independent sector and primary care settings, which need to be aware of work being progressed for Gateway 1, e.g. policy changes in light of the new education standards and the need for policies to be revised (many independent policies do not reference students.)

Action – AElS to write to all settings to highlight the above.

AElS updated the group on the work underway to prepare for Gateway 1, and events taking place for AElS.

A draft template for future updates had been circulated for final comments prior to the working group, and was agreed, further to a small amendment. This will be used to establish a baseline from organisations further to which reports will be submitted ahead of working group meetings. Future details will be by exception after completion of the baseline.

Action – Template to be used to update at the next WG meeting.

7. Work Stream Updates

7.1. Curriculum Development

FC provided an update -

- Mental Health Nursing – CD workshop completed
- CNN – CD workshop completed
- RNLD – CD workshop completed
- NMP event planned for 27th March 2019
- Adult workshop on the 3rd April 2019

7.2. Practice Assessment Document

NC provided an update -

- PAD work was presented to Programme Board and has been endorsed.
- A subgroup will be set up to commence work on the electronic PAD.
- A separate Subgroup will be set up for midwifery.
- Simulation will not be differentiated
- Stakeholder engagement remains ongoing and feedback has been very good with general endorsement of the draft pad
- Meetings with programme leads and AElS 11th March, an opportunity to develop the way forward across Fields of Practice.
- Work will be taken forward to identify flow across practice placements at an appropriate step. It is anticipated that Draft one, for each Field of Practice, for 12 April 2019.

- A Student handbook needs to be developed for Gateway 1, with input from other work streams.
- Midwifery – Debate is ongoing about a National PAD (Pan London) for Midwifery, within this there is currently 'grading'. In midwifery skills are integrated and not in a separate Annex as is Nursing. To be discussed in Midwifery Meeting.

7.3. Supervision & Assessment

CMD provided an update -

- Some discussion has taken place regarding how to ensure this is supported across all settings including the independent sector and primary care.
- Programme Board have indicated that a register should only be for assessors.
- Preparation for staff – A blended approach with a focus on electronic learning and some face to face, curriculum and PAD training will be needed, Work s is being progressed to identify training needs.
- Transition of Students – 2nd year and before will transfer, OU will have an 18th Month window to do this.

7.4. Practice Placement

Sharon Conlan (SC) provided an update:

- PLE workshop on 8th March to inform student evaluation, practice learning environment audit and classification of practice placements.
- A first draft of the Education is prepared
- Classification in draft was shared at the meeting – the approach is about shifting the narrative of labelling placements according to their medical status, i.e. surgical experience instead of focussing on the learning outcomes that can be achieved. This is now being tested by AELs and Practice Partners. Next meeting to be held 16th April 201 with feedback and next steps.
- Mapping workshop to be arranged once classification is agreed.
- Zoning – meeting with ADoN & Heads of School - HF, Co-Chairs FNPO 3 Universities K Fodey to be arranged.

7.5. Engagement and Communication

FC provided an update -

- FNFM Penguins have been ordered
- FNFM Communique Feb 2019 disseminated.
- Letter to CEC re FNFM slides at start of each class
Action – Link to John Knape RCN to request information is included with the weekly bulletin.

8.0 Risk Register/Issues

There were no additions or changes to the risk register.

9.0 AOB

Action – circulate dates for midwifery events (regional).

Paul Canning will replace Fiona Bradley on the group from the next meeting.

10. Date of next meeting/s

11th April 2019 11:00 – 13:00 Venue: The Pavilion due to no rooms in DOH.

9th May 2019 11:00 – 13:00 Venue: The Pavilion due to no rooms in DOH.

11 June 2019 11:00 – 13:00 in DoH D2 Room

16 July 2019 11:00 – 13:00 in DoH D2 Room

15 Aug 2019 11:00 – 13:00 in DoH D2 Room

12 Sept 2019 11:00 – 13:00 in DoH D2 Room

15 Oct 2019 11:00 – 13:00 in DoH D2 Room

14 Nov 2019 11:00 – 13:00 in DoH D2 Room

17 Dec 2019 11:00 – 13:00 in DoH D2 Room

New Actions (13 March 2019)

Ref	Detail	Owner/s	Due	Status
AP17	Hilary Maguire and FC to liaise to discuss an event for Hospices in NI.	HM		New
AP18	PO's to review and highlight/escalate with Trusts the policies which need to be revised and work with EDoNs within own Trusts.	PO's		New
AP19	A concern was also raised re the breadth of areas within independent sector and primary care, who need to be aware of policy changes in light of the new education standards and the need for policies to be revised (many independent policies do not reference students.) AEIs to write to all settings to highlight the above.	AEIs		New
AP20	Organisation Update for working group template to be updated and circulated, with frequency required detailed.	FC		New
AP21	Agreement from WG that a proposed Four Countries meeting in Edinburgh on 6 June would be useful and that FC should take this forward.	FC		New
AP22	Link to John Knape RCN to request information is included with the weekly bulletin.	FC		New
AP23	FC to circulate dates for midwifery events (regional)	FC		New

Actions in Progress

Ref	Detail/Update	Owner	Due	Status
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, NMC awaiting feedback/recommendation from Blake Stevenson review</p>			Ongoing

Actions Completed

Ref	Detail/Update	Owner	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 <p>Information submitted to PB</p>	CMD	26/2/19	Completed
AP12	<p>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</p> <p>Update – List prepared and meeting completed. 3 University representatives attended the Additional meeting on the 28th February. A list of policies from HSC Trusts have been identified as required – a</p>	FC	28/2/19	Completed

	shared drive has been set up to upload the information by the 18 th March 2019. Other additional			
AP13	<p>Clarity to be sought from NMC regarding submitting policies that require or are undergoing review – to be noted on risk register</p> <p>Update- the NMC have indicated that they are aware this may be the case however in such circumstances they will accept an accompanying statement or similar note which confirms that the policy is under review and the anticipated timescale for this. This may be followed up by the NMC at a later stage.</p>	FC	26/2/19	Completed
AP14	<p>Practice Placements – discussions are required regarding student flow as well as audits; this may be presented to the PB for agreement.</p> <p>Update - Classification of Practice placements Audit and student evaluation was discussed at PP workshop on the 8th March – and update will be given at under the work stream</p>	LW	26/2/19	Completed
AP15	<p>Practice Assessment Document - An update to be provided at the next PB meeting and to seek endorsement on work to date</p> <p>Update - Draft NI PAD Presentation to Programme Board for agreement and endorsement</p>	NC	26/2/19	Completed
AP16	<p>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</p> <p>Update – included on register and FSHC have been contacted again for representation to Co-Chair the Engagement & communication Work Stream we have also written to IHCP to ask to meet with members to update them on future nurse future midwife.</p>	FC	13/3/19	Completed