

15 August 2019 11:00 – 13:00

**Venue: D2 Conference Room Castle Buildings,
 Stormont Belfast**

In Attendance

Bernadette Gribben	NIPEC
Carol McGinn	WHSC
Clare Marie Dickson	SEHSCT
Donna Gallagher	Open University
Eilish Boyle	NIPEC
Elish Macdougall	BHSCT
Fiona Bradley	NIPEC
Frances Cannon	NIPEC
Gail Doak	SHSCT
Heather Finlay Co-Chair	DOH
Jan Webb	OU
Joanne Fitzsimons	SEHSCT
Karen McCutcheon	QUB
Kerrie McLarnon	NHSCT
Owen Barr	UU
Patrick Gallagher	DoH
Paul Canning	CEC
Rita Devlin	RCN
Rhonda Brown	BHSCT
Sharon Conlan	SHSCT
Sharon McRoberts	SHSCT
Shona Hamilton	NHSCT
Sinead Deane	QUB Student
Stephanie McDonnell	FSHC
Sue West	NMC
Tracie Fleming	NHSCT
Yvonne Connolly	BHSCT

Apologies

Angela McLernon (Co Chair)	NIPEC
Ann Geraghty	FSHC
Breeda Henderson	UU Student
Brendan McGrath	WHSC
Dawn Ferguson (GD attending on behalf)	SHSCT
Moirra Mannion	BHSCT
Kathy Fodey	PHA
Neal Cook	UU
Pamela Craig	NHSCT
Peter Barbour	DoH

1. Welcome & Apologies

HF welcomed attendees, introductions were made and apologies noted as above.

2. Chairs Opening Remarks

HF noted the amount of work undertaken to date and thanked everyone for the effort that had gone into the preparation of materials for FNFM Work Streams for the gateways. FC provided an overview of the of material developed and uploaded for Gateway 2 from NIPAD, SSSA and PLE work streams and thanked the working group for their feedback on the documents. It was noted that no NMC update had been provided on materials submitted for Gateway 1.

FC advised that a 4 Countries Virtual meeting was held on 18th July 2019 to share resources and initiatives across other countries.

3. Previous Minutes

One minor amendment regarding the duplication of information recorded for NMC Updates section was noted. Minutes for the Working group meeting, held on the 9th May 2019 were agreed as accurate and final record with this amendment.

A Future Midwife Implementation workshop was held on the 11th June 2019 in the Clinical Education Centre with midwives, with representation from across the system including the NMC. Key points identified from the workshop were the PAD, PLEs, Continuity of Carer and New Born Examination. A FNFM Midwifery Reference Group will now be established to work with QUB and to develop and implement the FM standards.

3.1. Update on Actions

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

4. Update from the NMC

SW advised that:

- SW will send through information regarding SSSA and guidance on the role of practice supervisors **ACTION**.
- Approvals – 103 approval events across the UK so far, not all have been seamless with some resubmissions required. Four AEIs have gone through without any conditions at all.
- Top tips for approvals have been shared with AEIs. Robust collaborative and partnership working needs to be evidenced as well as evidence of engagement with carers and service users also being a key theme.
- Action plan re SPQ, another internal meeting held to discuss interim and longer term plans. Will pick up at CNOs meeting and then put to the Council in November.
- NMC Strategy – Consultation around the key themes has been launched and engagement is underway, all feedback is welcomed.
- SW attending a meeting regarding workforce planning at/with CEC on 20th September.

5. Programme Board Update

The last Board meeting was held on the 3rd July 201 and AMcL provided key updates from the meeting:

- Exit strategy is being discussed as Transformation Funding ends in March 2020.
- REPPF group ToR being reviewed, as well as the role, remit and reporting arrangement, further discussions to take place. Clarity and approval from CNO is required before this can be established.

6. Work Stream Updates

6.1. Curriculum Development

FC advised that meetings with expert reference groups and AEIs have been held. A meeting is planned this afternoon with OU re Curriculum Development and SSSA – Gateway 2

6.2. Practice Assessment Document

FC advised:

- NIPAD V9 has been uploaded for GW2 and all FoP. Group acknowledged for their commitment to this work
- Plan to reissue original PAD survey (issued November 2018) to Midwifery so they can ensure preferences are specific to midwifery for their PAD
- Other countries have gone for one PAD for all Fields of Practice (FoP); NI wanted separate FoP Pads but based on a core template then adapted for each FoP
- Electronic PAD - Preliminary discussions around this taking place. In the meantime the PAD will be in a hard copy format
- NMP PAD – using the framework and SPQ but adjusting proficiencies to suit.
- NIPAD/s will need to be tested and feedback provided once in use to determine what is working well and to make any adjustments that may be required

- Work on the Regional NI PAD has involved all 3 AEIs working together collaboratively to co-produce a standardised tool. This has been a huge achievement and FC acknowledged the immense work taken place from all involved.

6.3. Supervision & Assessment

CMD advised:

- GW2 evidence was predominately based on SSSA, which has involved a lot of work including FAQs, NI Model, Guide, Roles, transitioning and preparation programmes.
- A blended learning approach for preparation programmes, content is currently being developed. It is anticipated that it will be a full day for those who are new to supervision/assessment and a three hour programme for those who are transitioning.
- Options paper went to CNO re PEF equivalent in the independent sector but no update yet.

CMD sought discussion and clarity on the role and responsibilities of the practice assessor (PA), in the current draft the PA is assigned over a number of placements and will be present to complete the student's summative assessment. This was discussed at length, with some key issues identified including:

- What communication systems are in place for the PA and the student if issues are identified. What assurances are given to the PA if they only meet the student at the summative assessment point? Will this only be from the information documented in the PAD by the practice supervisor/s?
- Could there be challenges if the practice learning experience took place over a number of trusts and how would a PA from one trust address issues that arose with a student placed in a different trust or care home?
- Some Trust staff have expressed concerns about their understanding of what is required of them in these SSSA roles – CMD explained that this would be explicit in the preparation programmes and HF asked whether a guidance note might also be useful.

It was agreed that a meeting with FC, CMD and KM (SSSA Co-Chairs) and SW, NMC, would be arranged imminently to discuss the PA role, and determine if any adjustments were required. **ACTION**

6.4. Practice Learning Environments

SMcR advised:

- A lot of work has taken place to refine the PLE Audit and student evaluation form. Electronic PLEA and e-signatures were acceptable for AEIs. This work has been submitted for GW2
- Mapping meetings held with AEIs and Practice partners with an agreement to work collaboratively to plan allocations and flows for a 12 month period collectively
- inPlace – two AEIs using this system and currently looking and wider access, though cost may be prohibitive
- Regional agreed induction pack for students, task and finish group underway
- BHSCCT have developed clinical scenarios for use in practice settings which could be a useful component in the preparation programmes
- Practice Assessor database – task and finish group being set up to make sure there is consistency across all organisations
- Practice Learning Agreement – HF advised that this has been approved by PB and awaiting approval/signing from practice partners.
- Independent Sector – identifying placements in areas not currently being used, BG has developed an info sheet which was shared with WG Members. The group agreed it was a good resource and WG members agreed to feedback on Document before 30th August. HF will also seek feedback from CNO. **ACTION.**

6.5. Engagement and Communication

EB advised:

- Next communique due end of August
- FNFM activity via EC work stream members summarised at approx. 3,500 people met with, excluding emails and FNFM programme contacts.
- Roadshows are starting in October and ending in March 2020 and will be advertised shortly. Two hour sessions, spread geographically, and day and evening sessions available - video of the event planned to be available on line also.
- Implementation workshop on 6th December, focused on PEF/equivalent and AElS.
- SSSA Twitter Chat, very successful and lessons learned from the last twitter chat. Pod cast also being developed

7. Organisational Updates

- Organisation Updates agreed to be by exception. FC noted some organisations need to return reports and would follow up individually with them.
- An issue raised – some regional communication needed to the people in and around Practice Teacher roles and these changes. Discussions are happening within Trusts, POs, Implementation Groups, ADoNs and EDoNs.

8. Risk Register/Issues

FC advised:

- Upskilling the workforce is on the risk register and discussions around upskilling (where relevant and appropriate) are taking place with CEC around this as well as CEC development day on 20th September
- There were no additions to the risk register. The risk relating to 'not meeting GW1 deadline' will be reduced now that the deadline had passed and information submitted. It will be retained as open on the register until outcome of GW1 is known.

9. AOB

No further business was raised.

10. Date of next meeting/s

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 (15 August 2019)

Ref	Detail	Owner/s	Due	Status
AP36	SW will send through information regarding SSSA and guidance on the role of supervisors.	SW	ASAP	New
AP37	Meeting with FC, CMD and KM (SSSA Co-Chairs) and SW, NMC, would be arranged imminently to discuss the PA role, and determine if any adjustments were required	FC/SW	ASAP	New
AP39	Independent Sector –info sheet: WG members and CNO to feedback on Document	All WG Members and HF/CNO	30th September	New

Actions in Progress

Ref	Detail/Update	Owner	Due	Status
AP1	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. Update - Status requested, NMC awaiting feedback/recommendation from Blake Stevenson review			Ongoing
AP32	NMC to provide an update on the paper, once available, re clarity on Practice Supervisors particularly, in relation to independent sector/primary care where there are no registrants to undertake this role.	NMC		Ongoing
AP33	Engagement and Communication work stream to progress the possibility of connecting with a placement student re digital marketing and the use of	EC Work Stream		Ongoing

	Prezi/interactive digital mediums.			
Actions Completed				
Ref	Detail	Owner/s	Update	Status
AP31	Next FNFM WG Meeting to be an all-day Future Midwife Implementation Meeting.	FB and FC	Held/Completed (update in minutes)	Completed
AP34	Organisation Reporting - WG members requested that a reminder email be issued with the reporting template again. AMcL advised that the report for April – June was due to be submitted by 16 July Working group Meeting.	All		Completed
AP35	The risk relating to not meeting GW1 deadline will be reduced now that the deadline had passed and information submitted. It will be retained as open on the register until outcome of GW1 is known.	FC		Completed