

Recording Care: Evidencing Safe and Effective Care

Strand 1

Thursday 6th November 2014 14.00- 16.30pm, NIPEC Offices, Belfast

ACTION NOTE

Present: Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair) (T)	AW
Carolyn Kerr, Deputy Director of Nursing, (NHSCT) (T)	CK
Sonya McVeigh, Nursing Development Lead, BHSCT	SMcV
Jane Patterson Safe and Effective Care Officer, SEHSCT	JP
Angela Drury, Senior Professional Officer, (Lead) NIPEC	AD
Shirley Johnston Professional Officer Recording Care NIPEC	SJ

Apologies:

Agenda item	Action Note	Action by
1	Welcome and apologies AW welcomed everyone to the meeting, no apologies were noted.	
2	Notes of the last meeting: Minutes of last meeting March 2014. AD reminded the group of the action points. No amendments. AW commented that although the group had not met formally in recent months a lot of work had been completed within the other strands of the project.	
3	Feedback from Steering Group: Steering Group took place via teleconference call 24 th September 2014. AD gave feedback from that meeting to those in attendance	Report will be given to SG on 15/12/14 (AW)
4	Guidance Production: AW reported to the group that the Guidance Document which would be used by staff to complete the Regional Assessment Booklet still required some work but it was anticipated this would be done for early December and would be circulated to Trusts in December. It was the responsibility of each Trust as to how they would roll out the Guidance to staff.	AW to send Guidance document out to Trusts in Dec 2014 for dissemination
5	Work Streams for WG Strand 1: Children`s record Production - SJ reported on the progress of the Children`s Nursing Record production: The Expert Reference Group (ERG) has been established and met with Terms of Reference (TOR) and Chair of the group agreed. A work plan has been agreed, mapping children`s documentation to the Regional Assessment Record had commenced and return date of 19/12/14 with comments to SJ. Next meeting date agreed as the 7 th January 2015 with ADONs in attendance. Learning Disabilities/Mental Health Record Production - SJ reported on the progress of the Learning Disabilities and Mental Health Record Production. Learning Disability ERG had, agreed TOR, Chair and agreed in principle the need for a Regional Learning Disability record.	SJ to send a copy of the HEF document to the

<p>Members of the ERG were content to use the Adult Regional Person Centred Nursing Assessment and Plan of Care Record as a starting point for mapping. AD provided a short overview of the fact that the Region had not yet agreed a way forward regarding implementation of the Health Equalities Framework (HEF) progress is slow. NIPEC were currently trawling for a date to organise an exploratory meeting with senior colleagues in an attempt to discuss the issue and ascertain a way forward. AD was also attending the Strengthening the Commitment Regional Group on 26/11/14 to talk about Recording Care. AW commented on the WHSCT recent experience following RQIA inspection: Feedback included the need for more of a MDT approach to record keeping. The group agreed that this was an appropriate way forward.</p> <p>Care Planning: AW gave the group an overview of the pilot carried out over the summer months in the WHSCT and SHSCT. Results suggested that staff were struggling with this aspect of Record Keeping: e.g. hard to articulate the goals, care plans were not personalised. The group agreed that more work was needed to try and find a workable solution. AD outlined the ideas generated from the Care Planning summit held on 28th October – the need for a regional care planning workshop to debate the issues identified by staff and map out a way forward. After discussion it was agreed that the ADONs would use some of the outcomes from the pilot with key points from the literature review carried out by SJ to do a presentation to the SG on the 15/12/14. The aim: to ask Alan Corry Finn as Chair of the SG to table the care planning issue at the next EDON meeting and recommend a possible way forward within the Recording Care brief. AD and SJ to organise the January workshop.</p> <p>KPI Development: AD gave a brief history and update report on the development of the KPI`s. She also confirmed that monies had been secured in year within NIPEC to build a specific electronic KPI audit tool. AD and SJ have developed a short high level audit tool which requires a short period of testing before going to electronic build. Following discussion it was agreed by the group that:</p> <ul style="list-style-type: none"> - Each Trust would test usability of the KPI using 2 records across different disciplines - SEHSCT – Maternity and Adult (Jane Patterson) - NHSCT – Mental Health (Roisin McSwiggan) - WHSCT – Learning Disability (Wendy Cross) - BHSCT – Children`s (Sonya McVeigh) - SHSCT – District Nursing (Fiona Wright) - AD would set up survey monkey for auditing records and devise a comments sheet for return to SJ by 8th December 2014. - Feedback from this exercise would be given at the meeting in January <p>AD agreed to e-mail Fiona Wright and David Robinson seeking agreement to test in Children`s and District Nursing disciplines.</p> <p>AW thanked everyone for all their input <u>and for noting within the minutes:</u> <i>The Recording Care project has achieved a lot since its commencement and there is a need to celebrate what has been</i></p>	<p>ADON and Strand 1 group for information</p> <p>NIPEC to set up meeting with Senior Colleagues and ADON Jan 2015</p> <p>SJ to circulate Literature Review</p> <p>SJ & AD to organise a Care Planning workshop January 2015 (confirmed as 12th January 2015)</p> <p>AD to update the SG on 15/12/14</p> <p>SJ to provide update to SG on collated comments from test areas</p>
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	accomplished to date. Staff should also be commended.	
6	<p>Any Other Business:</p> <ol style="list-style-type: none"> 1. AW gave a brief overview of a NISAT information session she had attended and reported that she was satisfied with the way the region was moving forward: making the tool more comprehensive was a welcome step. However it was recognised that any development would need to map across to the Regional Person Centred Nursing Assessment and Plan of Care Record. In addition there were other groups of nurses that this might affect e.g. Specialist Nurses. AD commented that this issue might sit better within Strand 3 of the project given the future e-versions of the document and the Regions wish to develop an E-Record. It was agreed that development of NISAT was a relevant issue and would be given further consideration within the appropriate strand. 2. CK made the point for noting that it was becoming increasingly difficult to fund staff within the corporate nursing function given current financial constraints. This translated into lack of manpower to support and deliver on initiatives. AW acknowledged this point – that each trust was in a different place in relation to this and proposed that this issue needed to be raised with Alan Corry Finn at the Recording Care Regional Steering Group. 3. AD commented on the current group membership and if there was a need to review it. AW agreed this might be worthwhile as the project had moved on significantly since the group had been formed. It was agreed that the current group membership would benefit from representation from the academic field and from the continued membership of Eileen Kennedy. 	<p>ADONs to find out what is happening with Specialist Nurses and the use of NISAT in each Trust and bring comments back to the next meeting of the group</p> <p>AW to raise funding issued with ACF at next SG</p> <p>AD to contact Eileen Kennedy and seek nomination from Academic colleagues</p>
7	<p>Date and time of next meetings: 29th January 2015 - 2.30pm – 4.30pm NIPEC Meeting Room, Belfast</p>	