

Recording Care: Evidencing Safe and Effective Care



Strand 1

Tuesday 10th September 2013, 10:30 - 12:30 hrs, NIPEC Offices, Belfast

ACTION NOTES

Present: Anne Witherow, Assistant Director of Nursing, WHSCT (Chair) AW
 Siobhan Shannon, Professional Officer, NHSCT SS
 Sonya McVeigh, Professional Officer, BHSCT SMCV
 Marian Murphy, Governance Lead Nurse, (by teleconference)WHSCT MM
 Angela Drury, Senior Professional Officer, NIPEC AD

Apologies: Audrey Dowd
 Jane Patterson
 Carolyn Kerr
 Eileen Kennedy

In attendance: Linda Woods, Secretary, NIPEC

Agenda item/	Action to be taken	Action by
1	Welcome and apologies AW welcomed everyone to the meeting. Apologies given as above.	
2	Notes of the last meeting: 26th June 2013 Notes of 26th June 2013 were agreed as a factual account.	
3	<p>Matters Arising</p> <p>Registrant representation SHSCT</p> <p>It was noted that this issue continues to be under review within SHSCT. No name has been forwarded as yet.</p> <p>Standards document</p> <p>AW updated members on a meeting which was taken forward earlier in the month with Kathy Fodey, RQIA. Following discussion and review of a tabled document it was agreed that some changes were now required. AD to make changes and circulate to members prior to circulation to Steering Group members for sign-off.</p> <p>Guidance production</p> <p>Some time was taken to discuss this document. It was agreed that AD should email the latest version to members of the WG S1 and to the ADNs for comment. Changes to be returned to AD for amendment of document. Comment to be sent by 27th September 2012.</p> <p>a meeting would then be required with the ADNs to agree the changes and final format. Once comments were in AD to arrange meeting.</p> <p>Order numbers template and procurement</p> <p>It was reported that AW would be taking forward the regional</p>	<p>AD to amend standards document and send to WG S1 and then Steering.</p> <p>AD to send out - members to provide comment to AD by 27th September.</p> <p>AD to arrange meeting with ADNs to finalise guidance.</p> <p>AW to complete HSC Trust regional</p>

	<p>procurement process for the new document on behalf of 4 HSC Trusts. AD to send numbers of documents to AW from which procurement agreements will be reached in relation to both the main document and continuation document.</p> <p><i>Under 24 hours definitions and progression of work - priorities from report of Under 24 hours Workshop</i></p> <p>Members reviewed the progress of this work to date. It was acknowledged that for most areas, the consensus was a shortened version in terms of numbers of pages was required for under 24 hour areas and this was the only change, given feedback from colleagues and also data around the conversion rates of documents. AW to send out shortened version of document for final sign off with ADNs with the caveat that for those areas which had developed patient pathways, there would be no requirement to change.</p> <p><i>Endoscopy document</i></p> <p>AD provided an update in relation to this work stream outlining the process for approval. It was hoped that the ADNs would have the revised document shared with them before the end of October 2013.</p> <p><i>Health Care Support Work – countersigning</i></p> <p>AD provided an update in relation to this element of Strand 1 and the standard production. It was noted that this element would be reviewed by the EDoNs before the end of September.</p>	<p>procurement process. – AD to send document numbers.</p> <p>AW to send shortened version of document out to ADNs.</p> <p>AD to send revised document to ADNs before end October 2013.</p>
4	<p>Feedback from Steering Group</p> <p>AD updated members on the discussion in Steering Group 2nd September, as notes were not currently available for use by Chair, AW. Main items discussed had been the way forward for the project and current lack of funding, validation of scores from Trusts (peer reviewed) and the production of the standards document including the issue of the Health Care Support Worker record keeping practice.</p>	
5	<p>Final Version RNAPC Document</p> <p>AW informed members that the title of the document was likely to be: the person centred nursing assessment and plan of care. The document was in the final stages of completion and ready for sending for printing in the near future.</p>	
6	<p>Short Stay Document - Under 24 hours</p> <p>This item had been taken under matters arising.</p>	
7	<p>Next Steps</p> <p>AD recapped the actions from the meeting as recorded.</p>	
8	<p>Any Other Business</p>	
9	<p>Date and time of next meeting:</p> <p>Friday 15th November 2013, 10:30-12:30 hrs, venue to be confirmed.</p>	