



Recording Care: Evidencing Safe and Effective Care

Strand 1

Friday 15 November 2013 at 10.30- 12.30pm, NIPEC Offices, Belfast

ACTION NOTE

Present: Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair) *(teleconference)* AW
 Carolyn Kerr, Deputy Director of Nursing, (NHSCT) *(teleconference)* CK
 Siobhan Shannon, Professional Officer, NHSCT *(teleconference)* SS
 Audrey Dowd, Senior Nurse Manager, BHSCT AD_o
 Eileen Kennedy, SC Commissioner Lead for Older People and Adults, HSCB EK
 Catherine Scullion, Band 5 User Representative, BHSCT CS
 Angela Drury, Senior Professional Officer, (Lead) NIPEC AD

Apologies:- Marian Murphy
 Jane Patterson
 Sonya McVeigh

Agenda item	Action Note	Action by
1	Welcome and apologies AW chaired the meeting by teleconference. AW welcomed everyone to the meeting and gave apologies as above. A round of introductions were provided to aid the teleconference facility.	
2	Notes of the last meeting: 10 September 2013 Notes of the last meeting held on 10 September 2013 were agreed as a true record.	
3	Matters Arising <i>Guidance production</i> It was agreed that the guidance document was intended to present the rationale for many of the items included within the person centred nursing assessment and plan of care document. In addition some guidance was required regarding the way in which the document should be completed. It was acknowledged that with the potential of a lengthened procurement process there would be an opportunity to review the version of the guidance document which AW and AD had worked on. It was agreed that AD would circulate the guidance document and that the next Strand 1 meeting would be given over to reviewing and amending the guidance. It was also agreed that following production of the guidance the assistant directors in each Trust will engage the help of critical readers to review the guidance document for ease of use and utility. <i>Regional procurement process</i> AW informed the meeting that she was currently liaising with the	AD to circulate the guidance document to WG S1 members. Critical review group to be sought from within HSC Trusts.

	<p>procurement departments in relation to taking the process forward in a regional manner. A 'new tender' process will be required to progress. SEHSCT were undertaking their own procurement. AW will keep SG up to date with the progress of the procurement process.</p> <p><i>Under 24 hours document</i> Agreement was reached to adopt a new shorter document which broadly mirrored the regional person centred nursing assessment and plan of care document with fewer numbers of care plans and evaluation pages. It was agreed to carry out a scoping exercise. AD to coordinate numbers within each Trust. It was acknowledged that for those areas which were successfully operating care pathways for specialities the new document was unlikely to be used.</p> <p><i>Endoscopy Document</i> AD reported on the Endoscopy Document and mentioned a few amendments. There was lengthy discussion in relation to a number of areas. It was agreed that some issues raised would require further action from the ADNs in other HSC Trusts particularly related to the <i>Endoscribe</i> systems and methods of prescription and administration of medicines. AD to email ADNS to identify requirement for inquiry in relation to these issues. In addition, AD advised that members regarding the process of piloting and a further meeting on 23 January 2014. ADNs also to be advised regarding the same.</p>	<p>AD to coordinate Trust numbers for document for under 24 hours services.</p> <p>AD to contact ADNS</p>
<p>4</p>	<p>Feedback from Steering Group As the Steering Group had not met since the last update, AD provided update on the Standards Document launch. WG were in agreement with the approach to the launch of the Standards.</p>	
<p>5</p>	<p>Next Steps AD recapped on the actions to be taken.</p>	
<p>6</p>	<p>Any Other Business EK mentioned some issues in relation to e-NISAT, the general workforce uptake and review, and the community/ acute interface. A workshop was planned for 14 February 2014 - EK to write formally to Alan Finn to extend invitation.</p> <p>ADo raised an issue re: MUST tool regarding variance of MUST Tool. ADo to email relevant individual and challenge query - to copy AW into communication.</p>	<p>ADo to email and cc AW in</p>
<p>7</p>	<p>Date and time of next meeting Two further dates agreed as:- 22 January 2014 at 10.00am - 12.00md 11 March at 2.00pm - 4.00pm</p>	