



Recording Care: Evidencing Safe and Effective Care

Strand 1

Tuesday 11th March 2014 at 2pm – 4 pm, NIPEC Offices, Belfast

ACTION NOTE

Present: Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair) AW
 Carolyn Kerr, Deputy Director of Nursing, (NHSCT) (*teleconference*) CK
 Siobhan Shannon, Project Officer, NHSCT SS
 Eileen Kennedy, SC Commissioner Lead for Older People and Adults, HSCB EK
 Angela Drury, Senior Professional Officer, (Lead) NIPEC AD
 Jane Patterson, Patient Safety Officer, SEHSCT JP
 Sonya McVeigh, Nursing Development Lead, BHSCT SMcV

Apologies:- None received

Agenda item	Action Note	Action by
1	Welcome and apologies AW welcomed everyone to the meeting. A round of introductions were provided to aid the teleconference facility.	
2	Notes of the last meeting: 15 November 2013 Notes of the last meeting held on 15 November 2013 were agreed as a true record. Letter of thanks to be sent to A Dowd.	SMcV to get correspondence address.
3	Matters Arising: <i>Convening of Critical Review Group</i> AW informed members that this had not taken place yet in view of the fact that the guidance had not been signed off. The convening of the review group would proceed when the guidance document had been agreed. Agenda item 5 was also discussed – AW informed members that there had been a recent development in the approach to care planning. The Trust ADNs had been exploring the potential for changing the way in which care planning was currently being completed within HSC Trusts. Pilot projects were being initiated in each of the organisations to test a new approach. Due to this initiative being taken forward the guidance production would be stalled to eventually incorporate the agreed approach within the document. JP mentioned that an approach which appeared similar to that outlined by AW was currently being used in the SEHSCT. JP and AD to arrange visit and see approach before next meeting. <i>Under 24 hours Document</i> Members were updated on where the development of the Under 24hrs document. A shortened version of RPCNAPC document had been agreed – AW stated that this document should be reviewed by Steering Group and agreed/signed off. Members were also advised that the endoscopy record	Guidance production to be stalled to allow care planning pilot to complete. AD to visit SEHSCT before future meeting U 24 hours document to be agreed by SG.

	<p>was in the final stages of being signed off by the expert reference group following pilot and refinement. Final comments are being received in the next week.</p> <p>AD informed colleagues that the process from final agreement was to offer the record to the ADNs for comment and review and the final sign off as the regional endoscopy day case record via Steering Group.</p>	<p>Endoscopy record to be offered to ADNs for comment and review.</p>
4	<p>Feedback from Steering Group It was noted that an update from Steering Group had been provided to members at the last Strand 2 working Group meeting – particularly in relation to the abbreviations project. As some members attend both groups a brief update was provided only.</p>	
5	<p>Guidance Production Item 5 had been discussed under matters arising.</p>	
6	<p>Work streams for WG S1 AW reviewed what work was currently being taken forward within project groups. Structure for future to be defined following next Steering Group meeting.</p>	
7	<p>Any Other Business Group membership will be reviewed following definition of future work plan.</p>	
8	<p>Date and time of next meeting Wednesday 14th May 2pm-4pm, NIPC Offices, Belfast.</p>	