

Recording Care: Evidencing Safe and Effective Care



Strand 1

Wednesday 26 June 2013, 1500 - 1700 hrs, NIPEC Offices, Belfast

ACTION NOTES

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

Apologies: Sonya McVeigh
 Jane Patterson
 Marian Murphy

In attendance: Linda Woods, Secretary, NIPEC

Agenda Item	Notes	Action by
1	Welcome and apologies AW welcomed everyone to the meeting. Apologies were given as above. CK and EK will be joining the meeting by telephone.	
2	Notes of the last meeting: 22nd April 2013 Notes of 22 April 2013 agreed as a correct record.	
3	Matters Arising <i>Registrant representation SHSCT</i> AD to contact Fiona Wright to discuss the position of the SHSCT in relation to a number of agenda items. <i>Standards document amendments - including consent issue</i> Standards document June 2013 version had been amended to reflect comments from CEC in particular. This version has now been approved by CEC. Members debated the issue of consent and it was agreed that members would give consideration and comment back to AW by 5 July 2013 in relation to what should be written in the standards document. <i>Guidance production</i> RNAPC v 2 had been circulated to the meeting. Discussion followed with amendments noted. With regard to abbreviations used throughout the guidance it was agreed that the first entry of an abbreviated word would be written in full with the abbreviation in brackets and afterwards abbreviated. SS to amend some areas of the Guidance and AD will forward recent version to SS. Discussion followed regarding the importance of highlighting that the document was for use with over 18 year olds in the Adult care	AD to contact FW Comments to AW by 5 July 2013 SS to amend some areas of the Guidance AD to forward version to SS

	<p>setting - this was to be noted on the document and guidance. AD to ask member of NIPEC staff to desk top publish document. AW thanked SS and SMcV for their work on the document.</p> <p>It was agreed that the importance of escalating the paediatric setting for production of a regional document and improvement work would be raised at the next Steering Group Meeting with regard to prioritisation of future work streams in Phase 2.</p> <p><i>Order numbers template</i> AD had circulated a template to all Trusts for completion of numbers. Following discussion, ADo will complete the template and forward to AD. SHSCT to complete template. SEHSCT have stated that they are not keen to be included in regional procurement and have tendered 10,000 documents. It was agreed that the issue of procurement should go back to the Steering Group for discussion and agreement as to the way forward.</p> <p><i>Launch of standards document</i> Discussion had been held by the Steering Group regarding the launch of the Standards Document and it was mentioned that there was potential for the document and standards publication to be launched at the CNO Conference in November 2013. Alan Corry-Finn is currently engaged in this issue.</p> <p><i>Report on Workshop 12th June 2013 (agenda item 5)</i> Taken under Agenda Item 5.</p> <p><i>Health Care Support Work and Pre-registration Nursing staff countersigning</i> Taken under Agenda Item 6.</p>	<p>AD to take forward design and production of guidance.</p> <p>To go on Steering Group Agenda</p> <p>AD to forward template for completion by ADo</p> <p>Procurement to go on SG agenda.</p>
<p>4</p>	<p>Feedback from Steering Group It was agreed to defer this item until notes were confirmed by Chair of the Steering Group.</p>	
<p>5</p>	<p>Short Stay Document - Under 24 hours Report of the Workshop held on 12th June 2013 for short stay document had been previously circulated. Discussion followed regarding recommendations and the way forward. It was agreed that the Assistant Directors would seek definitions of types of patient stays from HSC Trust patient information services using PAS, performance and planning and other data systems. A list of priorities for under 24 hour document from the recommendations of the workshop to be presented at next Steering Group meeting. the potential existed for the convening of a small ERG in September following agreement of definitions.</p> <p>It was agreed that AD would circulate Report to attendees on the 12 June 13.</p> <p>Endoscopy work to be progressed by AD during the months of July and August. ACF to be informed.</p> <p>EK asked a question in relation to discharge planning and the communication with staff in the community. A discussion ensued including an overview of the 'open ward' system being rolled out in the NHSCT. Information provided to members.</p>	<p>ADNs to seek definitions of patient stays</p> <p>List of priorities to go on next SG Meeting</p> <p>AD to circulate Short Stay Document - under 24 hr report to attendees</p> <p>AD to progress work over July and August</p>

6	<p>Health Care Support Work and Pre-registration Nursing staff - countersigning</p> <p>A letter from the Strand 1 Working Group had been sent to Alan Corry-Finn regarding the issue of HCSW staff recording in nursing records. ACF is in the process of writing to the ExDoN regarding same. Pre-registration nursing and midwifery remain in the standards currently.</p> <p>Whilst agreement was being reached by the HSC as to what approach should be taken regarding HCSW staff, a caveat at the front of the standards document in relation to entries and agreement of regional approach should be inserted to explain the ongoing work.</p>	<p>AD to amend front cover</p>
7	<p>Next Steps</p> <p>AD recapped Actions above.</p>	
8	<p>Any Other Business</p> <p>No other business.</p>	
9	<p>Date and time of next meeting:</p> <p>Tuesday 10 September 2013, 10:30 - 12:30 hrs, NIPEC Offices, Belfast</p>	