

Recording Care: Evidencing Safe and Effective Care



Steering Group Meeting

Wednesday 13 February 2013 at 10.00am – 12.00md, NIPEC Offices, Belfast

ACTION NOTES OF MEETING

Present: Alan Corry-Finn, Executive Director of Nursing (Chair), WHSCT ACF
 David Robinson, Co Director Nursing, BHSC DR
 Anne Witherow, Assistant Director of Nursing, WHSCT AW
 Maurice Devine, Assistant Head HSC Clinical Education Centre MD
 Eleanor Ross, Nurse Consultant, PHA ER
 Carolyn Kerr, Deputy Director of Nursing, NHSCT(Teleconference) CK
 Linzi McIlroy, Senior Professional Development Officer, RCN LMcl
 Fiona Wright, Assistant Director of Nursing, SHSCT FW
 Angela Drury, Senior Professional Officer, NIPEC AD
 In attendance: Linda Woods, Secretary, NIPEC

Apologies:- Paul Davidson, NIPEC Council Member
 Susan Carlisle, Nurse Lecturer, QUB
 Linda Kelly, Assistant Director of Nursing, SEHSCT
 Deirdre Gill, RCM Representative
 Charlotte McArdle, Executive Director of Nursing, SEHSCT

Agenda item	Action to be taken	Action by
1	Welcome and Apologies ACF welcomed everyone to the meeting. Apologies noted as above.	
2	Notes of the last meeting held on 9 January 2013 and matters arising: Notes of 9 January 2013 agreed as an accurate record. <ul style="list-style-type: none"> <u>Correspondence regarding membership of ECR Project Board</u> ACF reported that Linda Kelly, SEHSCT and Angela Drury, NIPEC have been accepted as members of the Project Advisory Board for the Northern Ireland Electronic Care Record (NIECR). It was noted that Jonathan Wallace and Gary Loughran will be attending the next Recording Care Steering Group on Wednesday 10 April 2013. It was agreed that this meeting would be beneficial for questions. <u>Options Paper for Future Proposals</u> ACF updated the meeting regarding communication with A McLernon, ACNO, DHSSPS, Mary Hinds, Director PHA, Executive Directors of Nursing and Glynis Henry, Chief Executive NIPEC. To date support for the Project has been received by email from WHSCT, NHSCT, and SEHSCT. Conversations have alluded to support by A McLernon and M Hinds. Following discussion it was agreed that written support would be required and AD will contact A McLernon, FW will speak with F Rice, DR will speak with B Creaney and ER to speak with M Hinds - all to come back to AD. <u>Circulated PPI questions/Feedback within Trusts</u> Currently Trusts are seeking feedback on PPI in written format. 	Membership to speak to: AD - AMcLernon FW - F Rice DR - B Creaney ER - M Hinds

	<p>While it is proving difficult, efforts are still being made. AW reported that the assessment format in relation to communication had been tested by the Deaf Community within WHSCT</p> <ul style="list-style-type: none"> • <u>Circulation of Briefing paper - HCSW and Countersignature</u> AD had circulated HCSW and countersignature briefing paper to A McLernon, Executive Directors of Nursing and Mary Hinds for comment. AD tabled the paper for information and discussion. Following lengthy discussion around evaluation of care, competency; and on what the registered nurse signs i.e. delegated instructions, and LMCl shared draft RCN Guidelines, it was agreed that a set of principles for countersignature would be required. LMCl will confirm with AD when redrafted guidance will be approved by RCN. AD to request comments by third week in March 2013. 	<p>LMCl to confirm RCN Guidance to AD.</p> <p>AD to circulate date for completion.</p>
3	<p>Report from Chair Working Group Strand 1 AW gave Strand 1 Working Group report. Issues raised by the Officers remain broadly the same – staffing levels due to sick leave, restructuring of services and issues related to care planning within the document. The consultation period for the Standards document closed 25th January 2013. 21 responses were received from individuals and organisations. The membership of WG S1 discussed the responses with the document on Monday and agreed a number of changes. Broad issues raised which need to be clarified and discussed by Steering Group are:</p> <ul style="list-style-type: none"> • The application of the standard statements to each registrant in NI – request that this be the case both in ind/vol and statutory sectors – it was agreed that in the first instance to write to Kathy Fodey, Director, RQIA to seek a meeting with the two Chairs of the Working Groups for discussion. • Issues related to the colour of ink being used – currently being scoped within the HSC Trusts. Professional Officers are currently scoping the use of red/black in across the Trusts. To come back to Steering Group. • Production of regional vs HSC Trust guidance documents. following discussion it was agreed that each Trust would be responsible for their own guidance. It was felt that one overarching template for all Trusts would be helpful. AD to develop template and circulate to each Trust to develop ownership. • Need for the production of regional guidance on recording consent for care. It was agreed to share the comments received with Rosemary Wilson at CEC for guidance – MD to share. AD to send comments to MD. <p>A continuing discussion persists in relation to HSC Trust Nursing KPIs. Following detailed discussion it was agreed that this element would continue to be raised through the Steering Group.</p>	<p>AD to write to Kathy Fodey</p> <p>To be raised at next SG</p> <p>AD to circulate template for guidance following production of standards.</p> <p>AD to circulate comments to MD who will share with RW.</p>
4	<p>Report from Chair Working Group Strand 2 FW gave Strand 2 Working Group report update.</p> <ol style="list-style-type: none"> 1. NIPEC collaborated with RQIA on an Agency Day on 25 January 2013 to update on elements of NIPEC's work and included the Recording Care Project. 2. Meeting with HEIs was planned for February 14th 2013. As Susan Carlisle was not at the meeting it was agreed that AD would contact her regarding communication with other HEIs as she was the collective 	<p>AD to contact SC</p>

	<p>representative for them.</p> <p>3. Evaluation of the improvement methodology - small, short focus groups were being taken forward within each HSCT facilitated by the Professional Officers to get feedback in this area. Recording Care at the bedside activity had been evaluated positively. Self evaluation of the Professional Officers against role descriptors had taken place and focus groups evaluating the role were planned with Ward Sisters/Charge Nurses undertaken by an independent Professional Officer within NIPEC.</p>	
5	<p>Implementation Progress (Tabled report)</p> <p>AD tabled the Implementation Progress. Received and it was agreed that this paper should be tabled at the next EDoN/CNO Meeting.</p>	
6	<p>Project Progress Report (Tabled report)</p> <p>AD tabled Project Progress diagram and indicated all Strand 1 and Strand 2 are meeting scheduled timeframes. Report received and agreed.</p>	
7	<p>Final Report, Phase 1</p> <p>The Final Report Phase 1 had been circulated to the SG for comment. Following agreement. AD to send reminder for 2 week response time frame.</p>	AD to advise of 2 week response time frame for comment FR
8	<p>Future Phases</p> <p>Detailed conversations held regarding future phases. It was agreed that other areas could amend the template for record keeping to suit their individual areas. AD will draft a paper for the Executive Directors of Nursing regarding preferences i.e. Paediatric/Mental Health and Learning Disability phase 2. AD to speak to FC NIPEC regarding Paediatric care setting and document. AW to forward final draft to AD.</p>	AW - forward doc AD raise with FC for P Network AD to draft briefing paper for ExDoN
9	<p>Next Steps</p> <p>AD reviewed next steps as under 'Action by'.</p>	
10	<p>Any Other Business</p> <p>AD read out correspondence from Anne Casey, RCN regarding content of Standards and asked for permission to use record content. SG agreed to this request highlighting Copyright issue. AD will reply back to Anne Casey.</p>	AD to write to Anne Casey
11	<p>Dates and times of next meeting</p> <p>Wednesday 10 April 2013 at 10.00-12.00md venue NIPEC Friday 14 June 2013 at 10.30-12.30pm venue NIPEC</p> <p>Linda to contact Katrina to get dates in the diary for September and November 2013.</p>	LW