

## Recording Care: Evidencing Safe and Effective Care

### Recording Care Working Group Strand 1



Thursday 1 March 2012 at 10.00am, NIPEC Offices, Belfast

## NOTES OF MEETING

Present: Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair) AW  
 Audrey Dowd, Senior Manager, Nursing, BHSC ADo  
 Carolyn Kerr, Deputy Director of Nursing, NHSC CK  
 Donna Mills, Project Officer, SEHSC DM  
 Paula Boyle, Project Officer, SHSC PB  
 Siobhan Shannon, Project Officer, NHSC SS  
 Sandra Hogg, Project Officer, WHSC SH  
 Sonya McVeigh, Project Officer, BHSC SMcV  
 Ruth Turner, Band 5 Staff Nurse, NHSC RT  
 Angela Drury, Senior Professional Officer, NIPEC AD

Apologies: Eileen Kennedy - Social Care Commissioning Lead Older People and Adults

| Agenda Item | Notes  | Action by   |
|-------------|--|---|
| 1           | <p><b>Welcome and Apologies</b><br/>                     AW welcomed everyone to the meeting. User representatives will be Catherine Scullion BHSC, Ruth Turner and Donna Field (alternate membership) NHSC and it was noted that as yet the SHSC had not fielded representation.</p>  |   |
| 2           | <p><b>Notes of the last meeting 16 January 2012</b><br/>                     Notes agreed as a correct record.</p> <ul style="list-style-type: none"> <li> <p><b>Objectives and ToR 4 Strand 1</b><br/>                             AW provided feedback on Steering Group decisions. Two further areas for development had been agreed as per WG S1 recommendations. ADo had circulated the 'scale down' document for 24/48 hour wards following the last meeting.</p> </li> <li> <p><b>User Representation</b><br/>                             Representation was discussed and AD to contact SHSC again to seek user representative.</p> </li> <li> <p><b>Trust Implementation Plans</b><br/>                             There was a brief discussion in relation to implementation plans throughout the Trusts and an acknowledgement of the difference between organisations.</p> </li> <li> <p><b>Skeleton Policy Document</b></p> </li> </ul> | <p>AD to ask for SHSC user representation again</p> |

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|          | <p>Taken at Item 4 on the Agenda.</p> <ul style="list-style-type: none"> <li>• <b>Evaluation Methods</b></li> </ul> <p>AW provided feedback was given from the Steering Group. Taken under Item 5 on the Agenda.</p>  |   |
| <b>3</b> | <p><b>Report from the Officers</b></p> <p>Each of the Project Officers gave a report on progress within their Trusts including barriers and enablers.<br/>A number of actions arose as a result of the debate encouraged around the Officer Reports.</p> <p>Actions for WG S1 included:</p> <ul style="list-style-type: none"> <li>❖ Future work may be required to define what is a Core Care Plan</li> <li>❖ This will include consideration of a regional template for Core Care Plans</li> <li>❖ AW to investigate updates to WHSCT core care plan system</li> <li>❖ AD to check status of work being taken forward by regional collaborative with abbreviations</li> <li>❖ AW and CK to raise Recording Care Audit process within KPI work at regional level</li> </ul> <p>Actions for Officers included:</p> <ul style="list-style-type: none"> <li>❖ Gathering approaches to Core Care Plans and theming headings used in each of templates currently used in HSCTs</li> <li>❖ Officers to develop a report template at next supervision meeting</li> <li>❖ Officer Reports to be circulated up 4 working days before WG S1 meets</li> </ul> | <p><b>Members of S1 WG to action appropriately</b></p> <p><b>Professional Officers to action</b></p>                        |
| <b>4</b> | <p><b>Development of a Regional Policy Document for Nurse Record Keeping</b></p> <p>AD tabled a skeleton policy document for discussion. AW to send AD Regional Policy Template from the WHSCT. Officers will feedback to AD in relation to their Trust/legacy Trust Policies – Nurse Records Policies and General Records Policies. It was agreed to spend one hour at the beginning of the next meeting to discuss same.</p>  | <p><b>AW to send AD Regional Policy Template. Officers to feedback Policies to AD. AD to put on next meeting Agenda</b></p> |
| <b>5</b> | <p><b>Evaluation Tools</b></p> <p>Members discussed suggestions as to what evaluation tools could be used. Some approaches mentioned were those in relation to:-<br/>Ward Nurses Band 7, 6 and 5<br/>Users<br/>Complaints Department/Risk Management<br/>Medical Records Staff<br/>Specialist Nurses<br/>AHPs and Medicine</p> <p>It was recognised that much of this work would take place within Trusts and be carried out by the Professional Officers to collate response to the SG.</p>  |   |
| <b>6</b> | <p><b>Next Steps</b></p> <p>AD recapped on the Actions above.</p>   |   |

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| <p><b>7</b></p> | <p><b>Any Other Business</b></p> <p><b>ICON Test</b></p> <p>The Professional Officers had raised this item as it is not known typically as 'ICON' in some Trusts and not. It was agreed that the term: 'ICON Test' would be replaced by 'pregnancy test' on the Audit Tool.</p>   | <p><b>AD to action with Roger Telford</b></p> |
| <p><b>8</b></p> | <p><b>Dates and Times of Meeting Schedule to be agreed</b></p> <p>The meeting concluded at 12.00md and AW thanked all for their participation.</p> <p>Wednesday 18 April 2012, NIPEC Offices, Belfast at 1.00pm – 4.00pm</p> <p>Monday 11 June 2012, NIPEC Offices 10.00am – 12.00md</p> <p>Monday 3 September 2012, NIPEC Offices 10.00am – 12.00md</p> <p>Monday 22 October 2012, NIPEC Offices 2.00pm – 4.00pm</p> | <p><b>AD to confirm accommodation</b></p>     |