

Recording Care: Evidencing Safe and Effective Care



Strand 1

Monday 3rd September 2012, 1000-1200hrs, NIPEC Offices, Belfast

ACTION NOTE

Present:- Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair) AW
 Carolyn Kerr, Deputy Director of Nursing, NHSCT (Teleconference) CK
 Eileen Kennedy, SC Commissioning Lead for Older People and Adults, HSCB EK
 Audrey Dowd, Senior Nurse Manager, BHSCT (Teleconference) ADo
 Paula Boyle, Professional Officer, SHSCT PB
 Jane Patterson, Professional Officer, SEHSCT JP
 Sonia McVeigh, Professional Officer, BHSCT SMcV
 Siobhan Shannon, Professional Officer, NHSCT SS
 Donna Field, Band 5 User Representative, NHSCT DF
 Róisín Crozier, Band 5 User Representation, NHSCT RC
 Catherine Scullion, Band 5 User Representative, BHSCT CS
 Angela Drury, Senior Professional Officer, (Lead) NIPEC AD

Apologies:- Sandra Hogg, WHSCT
 Maureen McManus, SHSCT

Agenda item	Action to be taken	Action by
1	<p>Welcome and Apologies</p> <p>AW welcomed everyone to the Working Group Strand 1 meeting. AW welcomed Jane Patterson, Professional Officer, SEHSCT who has taken over the post of Donna Mills. Introductions took place. Apologies were noted as above.</p>	
2	<p>Notes of the last meeting 11 June 2012</p> <p>The notes of the last meeting held on 11 June 2012 were agreed as a correct record.</p> <p><u>Matters Arising</u></p> <p><i>Regional Abbreviation Collaborative</i></p> <p>Following on from the last Steering Group Meeting, it had been agreed that a separate project will be taken forward to progress this element. ACF Chair of Steering Group had discussed this with the Executive Directors of Nursing and received agreement to proceed.</p> <p><i>KPI Feedback</i></p> <p>AW reported that A C Finn had met with M Hinds, and CMcArdle and agreed issues to be discussed further in relation to presentation of the Record keeping scores within regional KPIs.</p> <p><i>Gantt presentation</i></p> <p>A presentation style for Gantt charts was decided at the last Steering Group Meeting.</p>	

	<p><i>Regional Groupings for Risk Assessment Tools – engagement so far</i> AD gave feedback from discussions with the Regional Back Exchange Chair. It was agreed that a representative be invited to the workshop in November to provide any additional advice. AD informed colleagues that discussions with the IPC Forum would take place at the next meeting planned for Monday 10th September.</p> <p>AW reported on the Regional Falls bundle and conversation with Mary McIlroy also regarding Tissue Viability.</p> <p>It was noted that the bedrails assessment was not being taken forward regionally by any group - it was therefore agreed that the 5 Assistant Directors should look at this in their meeting in October.</p> <p><i>July meeting short stay document</i></p> <p>AD reported that the meeting had been very productive with a range of colleagues in attendance including Lead Nurses. Following detailed discussion, it was agreed that it was unlikely that much of the current document could be shortened. A way forward in terms of a regional workshop for 19th November had been agreed with 10 places per Trust. This workshop should allow a regional approach to agreement of a final format.</p> <p><i>Draft Standards</i> This item was taken under agenda item 5.</p>	<p>AD to invite member of Regional Back Exchange to Nov workshop</p> <p>Bedrails assessment to be agreed at ADN meeting October '12.</p> <p>Workshop to be arranged.</p>
<p>3</p>	<p>Report from the Officers Reports from the Professional Officers had been circulated for colleagues to view in advance of the meeting. Current issues remain:-</p> <p><u>Audit Tool</u> AD formally gave apologies for some of the IT issues and NIPEC are currently moving on improvement in this area. AW recognised the efforts that NIPEC were making in relation to this element. Roger Telford was to meet with the officers this week again to discuss ongoing issues.</p> <p><u>Staffing Issues</u> – there remain a number of activities which were impacting on the project and achieving improvement. Additional project responsibilities and an ongoing data burden on Ward Sisters in each ward coupled with staff sickness and annual leave during the summer were impacting. It was noted however that most Trusts remained on track to meet implementation plans.</p> <p><u>Agency staff</u> – AD reported that the issue of Agency and Bank staffing is going to be taken-up by Strand 2 Working Group initially. It is anticipated the work will include writing to Agency's informing them of the project and then the possibility of a workshop so as the agencies are aware of responsibilities. Also raising awareness as to the website activities for agency staff to engage in before going unto wards.</p> <p>The issue of intra/inter hospital record transfer was raised and also transfer to the community setting. Discussion was held regarding the transferability of the nursing document to the community setting. It was noted that work had already been completed in relation to the NISAT tool and positioning for movement between the acute and community sectors. Some work was being</p>	<p>CK, SS and EK to meet to discuss cross over for community</p>

	<p>taken forward within NHSCT in terms of the document moving in to the community setting for information purposes to return with a 48 hour period. CK, SS, Julie Foster and EK to meet to explore cross over with NISAT.</p> <p>AW acknowledged the dedicated work of the Project Officers to keep the momentum going and change continuing in sometimes difficult circumstances.</p>	<p>settings and NISAT.</p>
4	<p>November Workshop</p> <p>AD reported that it was agreed at the meeting regarding the short stay document in July, that a workshop should be run in November 2012 to reach agreement of the document format. It was agreed that AD will join with the Assistant Directors Meeting in October to discuss workshop.</p> <p>the issues of readmission to hospital and when the assessment and plan of care might be reused was also debated – for discussion at the ADN meeting also.</p>	<p>AD to meet with ADNs in October to discuss way forward for workshop.</p>
5	<p>Development of Regional Standards for Record Keeping in Nursing and Midwifery</p> <p>It was noted that ACF and the Executive Directors of Nursing have agreed to go ahead with this piece of work. AD updated colleagues in relation to this matter. Comment had previously been asked for end of June 2012 – some comments received and discussion had taken place in relation to the need for evidence base for the standards. Redraft tabled to the meeting for comment. Members to review the standards document and comment to AD.</p> <p>At Steering Group it was also agreed that there may be an element required in the standards document in relation to the nature of specialist nursing record keeping practice. To be considered in redrafts.</p> <p>It was agreed that Working Group Strand 1 will take 1 hour before the next scheduled meeting to discuss the Standards document. Following that meeting, AD would circulate to Steering Group for comment.</p> <p>AD reported contact with Ann Casey (RCN) who is currently working on an administration project within the organisation. Ann has indicated her interest in the work and in particular the development of the Standards. Following consultation it was agreed to share information with her.</p> <p>AW thanked AD for progressing this element of the project to date.</p>	<p>Members to review and comment back to AD.</p> <p>Standards document to be reviewed at next meeting. Spec Nurses to be given consideration also.</p> <p>AD to share standards document when complete.</p>
6	<p>24 hour Document</p> <p>AW raised this issue as having been discussed within the WHSCT. It was acknowledged that there is work currently being undertaken in each of the HSC Trusts, around documents which plan the 0 – 24 hours journey of a patient entering an acute care setting. It was agreed that some work would be completed by the officers to scope the expressed needs of colleagues within specialities e.g. cardiology and gynae, may need to be completed in advance.</p>	<p>Officers to scope the speciality needs of colleagues for 0 – 24 hrs documentation.</p>
7	<p>Evaluation Process</p> <p>Updated evaluation grid tabled to the meeting. It was noted that structure needed to be provided to the data collection process from a range of individuals including: HSCT Complaint Forums, Complaint Teams, Medical records officers, AHP colleagues. It was noted that HEI colleagues may be asked for their views and also agency staff. For further discussion at next meeting.</p>	<p>Agenda item for next meeting.</p>

8	Next Steps AD recapped on agreed actions to be taken forward.	
9	Any other Business AW as Chair on behalf of the Strand 1, thanked everyone for their input in taking this work forward.	
10	Dates and times of meeting schedule to be agreed Monday 22 October 2012 at 1.00pm- 4.00pm venue NIPEC Friday 7 December 2012 at 10.00am-12.00md venue NIPEC Friday 11 January 2013 at 10.00am- 12.00md venue NIPEC	

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