

Recording Care: Evidencing Safe and Effective Care



Strand 1

11 June 2012, 10.00-13.00hrs, Nipec Offices, Belfast

ACTION NOTE

Present:-	Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair)	AW
	Carolyn Kerr, Deputy Director of Nursing, NHSCT	CK
	Eileen Kennedy, SC Commissioning Lead for Older People and Adults, HSCB	EK
	Audrey Dowd, Senior Nurse Manager, BHSCT	ADo
	Sandra Hogg, Professional Officer, WHSCT	SH
	Paula Boyle, Professional Officer, SHSCT	PB
	Donna Mills, Professional Officer, SEHSCT	DM
	Sonia McVeigh, Professional Officer, BHSCT	SMcV
	Catherine Scullion, BHSCT, Band 5 User Representative	CS
	Maureen McManus, SHSCT, Band 5 User Representative	MM
	Wendy Cross, WHSCT (teleconferenced at 10.30am)	WC
	Angela Drury, Senior Professional Officer, (Lead) NIPEC	AD

Apologies:- Siobhan Shannon, NHSCT
 Donna Field, NHSCT
 Roisin Crozier, NHSCT

Agenda item	Action to be taken	Action by
1	<p>Welcome and Apologies AD welcomed all to the Working Group Strand 1 for Recording Care: Evidencing Safe and Effective Care meeting on behalf of AW who joined the meeting at 10:20 am. It was noted that Roisin Crozier would be taking over from Ruth Turner as a NHSCT user representative. Apologies were noted as above.</p>	
2	<p>Notes of the last meeting 18 April 2012 The notes of the last meeting held on 18 April 2012 were agreed as a correct record. <u>Regional Standards</u> Agreed to be taken under item 5 on the agenda. <u>Core Care Plans</u> Discussion took place around core care plans and it was noted that a meeting in the afternoon would be taking this issue forward. <u>Regional Abbreviation Collaborative</u> AW feedback on the information gleaned in relation to the Regional Collaborative. Given that the collaborative were not of a view to take this matter forward regionally, it was agreed that a suggestion be made to Chair – Alan Corry-Finn that this item be discussed as a part of the Executive Directors of Nursing agenda.</p>	<p>AW to raise with ACF at next Steering Group meeting as part of Chair's report from</p>

	<p><u>KPI Feedback</u> The issue of record keeping is still to be raised at the next KPI meeting on 13 June 2012. AW and CK to take forward.</p> <p><u>Gantt presentation</u> AD updated the meeting with the outcome of discussions with the Officers at the last supervision meeting in relation to the presentation of Gantt charts for Steering Group. It was agreed that Strand 1 and Strand 2 would be represented separately and that the charts would be taken to the Steering Group meeting to seek a view on the format of layout.</p> <p><u>Regional Groupings</u> AW gave an update on what had been uncovered to date in relation to the regional groups who might advise on the risk assessments within the final document. SEHSCT had also uncovered a care pathway for moving and handling. The nature of the pathways were discussed and it was agreed that the final document should contain risk assessment forms only – that if a care pathway or plan of care was to be instigated for a patient that should be included separately.</p> <p>it was agreed that AW would write formally to the chairs of the Tissue Viability Forum and Moving and Handling Forum to seek agreement of a regional risk assessment by November.</p> <p>AD will seek consensus for the IPC risk assessment via the IPC Lead Nurse Forum.</p> <p>AW to seek consensus regarding falls and bedrails assessments via Mary McIlroy and the Patient Safety Forum.</p> <p><u>Short Stay Units</u> It was agreed to discuss this issue under item 4 on the agenda.</p> <p><u>Evaluative methods and contact with R&D colleagues</u> This item was discussed at the last supervision day for the Professional Officers and was agreed be discussed under agenda item 7.</p>	<p>WG S1.</p> <p>AW and Ck to raise issue of record keeping at next KPI meeting.</p> <p>Gantt Charts to be reviewed by Steering Group.</p> <p>AD to draft letters on behalf of AW.</p> <p>AD to consult IPC Lead Nurse Forum.</p> <p>AW to consult Mary McIlroy.</p>
3	<p>Report from the Officers including issue log Project Officers reports had been circulated prior to the meeting. Discussion took place regarding positive outcomes and challenges. In relation to the challenges, AD reported that there were three main challenges: significant difficulties in relation to the audit tool, the printing of the document and staff sickness absence impacting on access to staff for training and completion of audits. AD reported that the audit difficulties should now have been fixed following significant work undertaken by Roger Telford. CK raised an issue in relation to the printing of documents within the NHSCT and electronic ordering. This is to be raised at Steering Group with Alan Corry-Finn.</p>	<p>Issue of electronic ordering to be raised at Steering group by CK.</p>
4	<p>Production of a Record for Use in Short Stay Units Wendy Cross joined the meeting by teleconference at this point to engage in feedback from the Trusts regarding the development of a short stay</p>	

	<p>document.</p> <p>From discussion it was evident that a number of clarifications were required to take work forward in the development of this document. Issues identified:</p> <ul style="list-style-type: none"> • Definition of 'short stay' • Discussion with staff around relevance to short stay had uncovered that very little of the current assessment could be omitted • cost of producing a separate booklet • Trigger questions would be helpful for a number of sections which could be omitted if the sections were not relevant • Instructions within a single booklet for use in multiple areas. <p>It was agreed that a meeting should be convened to look at producing a draft document taking into account the points above. Other staff should be included who were currently working on this issue within the Trusts.</p> <p>EK raised the question of whether the trigger questions within the NISAT tool might be helpful. EK to forward latest version.</p>	<p>AD to organise meeting in July for development of short stay document</p> <p>EK to forward latest version of NISAT to AD.</p>
5	<p>Development of Regional Standards for Record Keeping in Nursing and Midwifery</p> <p>AD tabled paper for discussion. Comments to AD by 2 weeks time. Feedback on paper to be brought to September meeting by which time it was expected to have direction from the Directors of Nursing. It was agreed that an evidence base for each standard would be helpful.</p>	<p>All – to send comments to AD within 2 weeks. AD to add evidence base to standards.</p>
6	<p>Use of Additional evaluation Booklets</p> <p>Following discussion it was agreed to modify instructions to staff in relation to taking a new page each day through the awareness sessions within the Trusts. Continuous record keeping is to be recommended.</p> <p>PB informed colleagues that the SHSCT had a continuation booklet which was being printed. PB to send to AD for circulation.</p>	<p>Officers to adjust what is being said to staff within awareness sessions. PB to send SHSCT continuation booklet to AD for circulation.</p>
7	<p>Evaluation Process</p> <p>AD gave an outline of the evaluation process and challenges and tabled a paper in relation to the user questionnaire for information. AD to circulate responses from the BHSCT focus groups. Focus groups will be held during July/August/September 2012 and possibly be repeated following the amendments. This information will be communicated to other Assistant Directors of Nursing by AD.</p>	<p>ADo to circulate Focus group responses from BHSCT.</p> <p>AD to inform other ADNs</p>
8	<p>Next Steps</p> <p>AD reported the next steps as noted in the actions above.</p>	
9	<p>Any Other Business</p> <p>No other business.</p>	
10	<p>Dates and times of meeting schedule to be agreed</p> <p>Next meeting agreed as <u>Monday 3 September 2012 at 10.00am – 12.00md,</u> NIPEC Offices, Belfast.</p>	