

Recording Care: Evidencing Safe & Effective Care

Recording Care Working Group Strand 1



Monday 16 January 2012 @ 2.00pm NIPEC offices

NOTES OF MEETING

Present:	Donna Mills, Professional Officer, SEHSCT	DM
	Paula Boyle, Professional Officer, SHSCT	PB
	Siobhan Shannon, Professional Officer, NHSCT	SS
	Sandra Hogg, Professional Officer, WHSCT	SH
	Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair)	AW
	Audrey Dowd, Senior Manager, Nursing, BHSCT	ADo
	Eileen Kennedy, Social Care Commissioner, HSCB	EK
	Carolyn Kerr, Deputy Director of Nursing, NHSCT	CK
	Angela Drury, Senior Professional Officer, NIPEC (Lead)	AD
	Fiona Bradley, Professional Officer (observer) NIPEC	
	Linda Woods, Secretary (Notes) NIPEC	

Apologies: Sonia McVeigh, Professional Officer, BHSCT

Agenda Item	Notes	Action by
1.	<p>Welcome & apologies</p> <p>AW welcomed everyone to the first meeting of Recording Care Working Group Strand 1. Following introductions and a brief background to the project, AW congratulated the 5 new Professional Officers due to commence post in February to take forward the aim and objectives of the regional implementation project.</p>	
2.	<p>Terms of Reference and Membership</p> <p>Copies of the Project Plan were tabled and the group had discussion on Terms of Reference and membership. Members felt it would be necessary to review the set objectives in view of the fact that some have already been achieved. The amended objectives will be forwarded to the Steering Group for approval.</p> <p>In relation to the methodology of Strand 1, it was agreed that the two settings referred to at point 5, page 4 (also ToR 4) would encompass review of the document for rehabilitation settings and for short stay wards such as 24/48 hour day procedure wards and pre-assessment units leading into short stay units.</p> <p>Following discussion, it was agreed that ToR 4 would be carried out by the Assist Directors and discussed with Alan Corry-Finn (Chair of Steering Group). It was agreed that user representatives (Band 5) will be sought from Fiona Wright, SHSCT, A Dowd, BHSCT and Carolyn Kerr, NHSCT.</p>	<p>Objectives to be reviewed at next Steering group 24/02/12. AD to put on Agenda</p> <p>ToR 4 to be reviewed at next Steering group. AD to put on agenda.</p> <p>ADs to seek user representatives from Trusts. AD to write to ADs to inform of the need for same</p>

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	Professional Officers to read over Project Plan and send queries to be emailed to AD.	POs to email AD with relevant queries about the Project Plan.
3.	<p>Progress on Document</p> <p>Members discussed Objective iii, Strand 1, in detail. It was agreed that whilst this objective had been broadly completed certain issues e.g. multidisciplinary pathways may be dealt with differently in each Trust. This was agreed at the last Steering Group meeting.</p> <p>AW reviewed the work to be completed in relation to the harmonisation of risk assessment tools, acknowledging that many work streams were ongoing within the region to advance towards regional adoption of particular risk assessment tools.</p>	
4.	<p>Implementation Plan</p> <p>It was agreed at the last Steering Group meeting that each Trust should develop an implementation plan linked to the Project Plan to identify areas for roll out to first.</p> <p>It was acknowledged that the WHSCT would tailor the implementation plan to take cognisance of the opening of a new site in June and the significant learning requirements for staff adjusting to a new care facility.</p> <p>AD to write to each of the Assistant Directors to identify this requirement prior to the commencement of implementation.</p>	AD to write to ADs to inform of the need for Trust implementation plans to be developed
5.	<p>Training for Professional Officers</p> <p>AD will plan the Professional Officers induction week commencing 6 Feb 2012. The need to identify elements for inclusion in the Training which the Officers will provide to Trust staff in relation to the implementation of the document was discussed. Project Officers will be attending an NMC Event on 8 Feb 2012 to give update/progress /presentation/talk on their Trusts.</p>	
6.	<p>Development of a Regional Policy Document for Nurse Record Keeping</p> <p>A discussion was had in relation to a number of documents which ADo had forwarded to AD. It was reflected that regional work outlining key areas for inclusion in any policy within the HSC should guide the construction of a Regional Nurse Record Keeping Policy. ADo tabled one of the sample documents to the meeting for discussion. This sample was a guidance document which was recognised as helpful to the training and awareness raising plans to be developed.</p> <p>It was agreed that AD would scope the areas from the draft policy document sent by ADo to provide a skeleton document to work from. It was acknowledged that reference documents should be included in any final version such as Royal Marsden Procedural Handbook, NMC guidance and relevant legislation.</p>	<p>Guidance document to be used to develop training areas for implementation of document.</p> <p>ADo to circulate document to other group members.</p> <p>AD to work up skeleton document for policy.</p>

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	<p>AW outlined the necessity for the Professional Officers gathering information on all Legacy Trust Policy documents which may future drafting of a record Keeping Policy document once in post.</p> <p>Finally, it was recognised that some guidance may be required in relation to where specialist nursing staff write records about patient care carried out by them. For discussion at Steering Group.</p>	<p>AD to put specialist nursing records on agenda of next SG for discussion.</p>
7.	<p>Evaluation Tools</p> <p>Discussion ensued regarding different types of evaluation methods which may be used to test the efficacy of the document. Professional Officers were to be responsible for conducting this testing in each HSC Trust site. AD discussed qualitative and quantitative information gathering methodologies. A discussion also took place in relation to the levels of user which should be included in the evaluation process. It was agreed that Ward Sisters/ Charge Nurses, Users bands 5/6, Complaint Teams and Specialist Nurses should be included with further thought required in relation to this element. This will go back to the Steering Group for discussion and/or agreement.</p> <p>AD mentioned that the audit tool would be completed in each of the wards for implementation prior to the introduction of the new document, acknowledging that some areas e.g. BHSCT and SHSCT have already started implementation of the document.</p> <p>It was discussed that as this is a one year pilot the evaluation is required to inform changes which will be made to a final version of the document.</p>	<p>AD to put evaluation methods on agenda of next SG for discussion and agreement.</p>
8.	<p>Next steps</p> <p>AW will provide a report to the Steering Group which will meet on 24 February 2012.</p>	
9.	<p>Any other Business</p> <p>Ward Sister/Charge Nurse Conference – business agreed at closed meeting at end of WG S1.</p> <p>Angela Drury updated the meeting regarding NMC event on 8 Feb 2012.</p>	
10.	<p>Dates and times of meeting schedule to be agreed</p> <p>1 March 2012 @ 10.00am NIPEC 18 April 2012 @ 2.00pm NIPEC</p> <p>Meeting closed at 4.00pm, and AW thanked everyone for input in today's meeting.</p>	