

Recording Care: Evidencing Safe and Effective Care Strand 1



Wednesday 18 April 2012, 1300hrs – 1610hrs, NIPEC Offices, Belfast

ACTION NOTES

Present:- Anne Witherow, Assistant Director of Nursing, WHSCT (Chair) AW
 Carolyn Kerr, Deputy Director of Nursing, NHSCT CK
 Eileen Kennedy, SC Commissioning Lead, NISAT Regional Lead EK
 Paula Boyle, Project Officer, SHSCT PB
 Donna Mills, Project Officer, SEHSCT DM
 Sonya McVeigh, Project Officer, BHSCT SMcV
 Siobhan Shannon, Project Officer, NHSCT SS
 Sandra Hogg, Project Officer, WHSCT SH
 Ruth Turner, NHSCT (Band 5 User) RT
 Donna Field, NHSCT (Band 5 User) DF
 Maureen McManus, SHSCT (Band 5 User) MM
 Angela Drury, Senior Professional Officer, NIPEC AD
 In attendance: Linda Woods, Secretary, NIPEC

Apologies:- Audrey Dowd, Senior Nurse Manager, BHSCT
 Catherine Scullion, BHSCT (Band 5 User BHSCT)

Agenda item	Action to be taken	Action by
1	Welcome and apologies AW welcomed everyone to the second meeting of Strand 1. Apologies were received as above	
2	The first hour of the meeting was discussion on the development of a Regional Policy for Record Keeping in Nursing and Midwifery. There was lengthy discussion in relation to the recent position statement offered by the NMC (paper tabled) regarding the development of standards and notably the decision to step back from the development of record keeping standards. It was acknowledged that a Standards paper was discussed at Steering Group (SG) 16/04/12 and that this element should be worked on instead of a policy document in the first instance. HSC Trust policies had been returned to AD but there were few to use as a baseline for information. In addition the regional policy template has not yet been circulated following drafting. It was agreed that AD would draft a standards document which could be commented and amended at the next meeting in June.	AD to draw up standards draft document for June meeting.
3	Notes of the last meeting held on 1 March 2012 The notes of the meeting held on 1 March 2012 were agreed as a true record. <u>Matters Arising</u> <ul style="list-style-type: none"> <i>Core Care Plans</i> AW asked the Project Officers for a brief update on the use of Core Care Plans in each Trust. Project Officers reported on the practice 	

	<p>within individual Trusts. The feedback demonstrated that there was little consistency of approach even within Trusts, distinction being made between Care Pathways and Core Care Plans.</p> <p>AW fed back that this item had also been discussed by the SG at its meeting on Monday. Following discussion it was agreed that the Assistant Directors would meet to discuss taking this issue to the Acting CNO and requesting a separate commissioned Project for care planning linking it in with Record Keeping.</p> <ul style="list-style-type: none"> <p><i>Regional Abbreviation Collaborative</i> AD reported that she had attempted to make contact with Mary McIlroy in relation to the Patient Safety Forum. Discussion followed regarding abbreviations belonging to the 'health care family' and the lack of regional consistency. It was agreed that the Assistant Directors would meet to discuss a way forward to a regional approach.</p> <p><i>KPI Feedback</i> AW gave feedback from the KPI meeting, describing 4 nursing indicators agreed. Discussion ensued in relation to a record keeping indicator. AW will put this item onto the Agenda for the next KPI meeting.</p> <p><i>ICON Change to audit tool</i> AD reported that the change to the ICON wording will be taking place along with other amendments to the Audit Tool due to the requirement for financial prudence and the cost involved in opening the database to make changes.</p> 	<p>Assistant Dirs to discuss way forward</p> <p>Assistant Dirs to discuss way forward</p> <p>AW to raise this issue at the next KPI meeting.</p>
<p>4</p>	<p>Feedback from Steering Group AW gave feedback from the Steering Group meeting held on Monday 16 April 2012. AF had asked for a Gantt chart from each Trust to assess where implementation plans are forecasted. AW debated with colleagues the layout of a Gantt chart and how this could be accomplished. It was agreed that AW would have further discussion with AF in relation to layout of Gantt chart.</p> <p>This element would also be discussed during the supervision session for Officer Tuesday 24th April 2012.</p> <p>In relation to the risk assessments within the document, the SG had discussed the Regional Moving and Handling Group and AD has written to Michelle Tennyson to enquire the name of the Chair of this particular group. It was agreed that information on MUST, IPC, Falls Prevention and MRSA would be researched by AW for further discussion.</p>	<p>AW to discuss Gantt presentation with AF</p> <p>Also to be discussed at PO supervision 24/04/12</p> <p>AW to research further information on groupings for next meeting</p>
<p>5</p>	<p>Report from the Project Officers Project Officer reports had been circulated to Strand 1 Group previously as agreed at the last meeting. The Professional Officers summarised their reports to the meeting indicating some of the themes apparent in the challenges/barriers sections.</p> <p>Detailed discussion took place regarding the Record for Short-Stay Units</p>	<p>Scheduled time to</p>

	<p>and Medical Assessment Units (MAU) (12 hours and longer). The suggestion of colour coding pages was welcomed. It was agreed that a discussion on inclusion of identified parts of the document relevant to short stay units should happen at the next meeting. This element would also be discussed at the next supervision meeting for the Professional Officers. It was recognised the Wendy Cross is completing this work in the WHSCT, therefore AW would ask Wendy to teleconference into the next meeting.</p> <p>There was also debate on the printing of further evaluation pages in the form of a separate booklet. PB will inform Fiona Wright of this process before the SHSCT go to print.</p>	<p>be allowed in next meeting for discussion – also to be placed on agenda for Officer supervision. AW to organise Wendy Cross to contribute to next meeting.</p> <p>PB to inform Fiona Wright</p>
6	<p>Evaluation Process AW lead discussion on how the evaluation process is to be taken forward. Suggestions mentioned were: User survey on line, focus groups and a suggestion to 'Buddy-up' with other Trusts to take feedback. A suggestion was also made in relation to exploring capacity to conduct focus group within the R&D work streams of each HSC organisation. Assistant Directors to take forward same.</p> <p>It was recognised that issues were being raised with the Officers in relation to the document and this information was being collected. AW asked for the Officers to feed this back in to the WG S1 at regular intervals with an end point of November 2012 for feedback. Questionnaire to be worked up at supervision session for Officers.</p> <p>EK reported on the previous work of NISAT and how they conducted evaluation. CK to liaise with EK in relation to discharge planning processes and mapping of the NISAT.</p>	<p>POs to work up questionnaire.</p> <p>R&D capacity in HSC Trusts to be explored by ADs.</p> <p>Issues log to be kept by Pos and returned to WGS1</p> <p>CK to liaise with EK</p>
7	<p>Next Steps AD reviewed actions arising from the meeting as indicated above.</p>	
8	<p>Any Other Business None.</p>	
9	<p>Date and time of Meeting 11 June 2012, 10.00-1.00pm, NIPEC Offices, Belfast</p>	<p>LW to book accommodation</p>