

Recording Care: Evidencing Safe and Effective Care

Strand 1

Monday 22 April 2013 at 2.30- 4.30pm, NIPEC Offices, Belfast

ACTION NOTE

Present:- Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair)	AW
Carolyn Kerr, Deputy Director of Nursing, (NHSCT) (<i>teleconference</i>)	CK
Sonya McVeigh, Nursing Development Lead, BHSCT	SMcV
Siobhan Shannon, Professional Officer, NHSCT	SS
Audrey Dowd, Senior Nurse Manager, BHSCT	ADo
Angela Drury, Senior Professional Officer, (Lead) NIPEC	AD
Catherine Scullion, Band 5 User Representative, BHSCT	CS
Linda Woods, Secretary, NIPEC	

Apologies:- Eileen Kennedy
David Robinson
Marian Murphy
Wendy Cross
Jane Patterson

Agenda item	Action Note	Action by
1	Welcome and apologies AW welcomed everyone to the meeting and noted apologies as above. AD will contact Fiona Wright, regarding representation from the SHSCT.	AD to contact FW.
2	Notes of the last meeting: 11 February 2013 Agreed the note, with one amendment:- It was noted that ADo had raised an issue in relation to the recording of a controlled drug error which is a legislative requirement. This element should be identified in any guidance documents produced in the future.	ADo to send guidance to AD. Refer to this exception in the standards document/guidance.
3	Matters Arising <u>Standards document</u> <i>Ink Colour - feedback</i> It was noted that the Steering Group had agreed Black Ink to be used regionally. Trust policies should be referenced in the standards document in relation to local agreements for the use of other coloured inks. <i>Guidance Documents</i> Discussion took place regarding guidance documents and it was agreed that a core platform be used and then local Trust issues can be incorporated. It was agreed that Professional Officers would take this forward with AD at their Supervision meeting. Agreed the guidance document would be a short high level principles style document. AD to contact Linda Kelly and Fiona Wright for agreement.	AD to reference Trust policies in standards document Guidance document to be developed with officers in each Trust taking forward the recording acre brief. AD to contact LK and FW
	<i>Consent</i>	

	<p>AD reported that a meeting has to be arranged with Maurice Devine, CEC, to check the consent indicator wording and feedback which was gained from Rosemary Wilson prior to her retirement. Initial contact raised no significant issues.</p> <p><u>Evaluation and PPI</u> Detailed discussion took place reflecting on how the PPI element was achieved in Phase 1 of the Project. Discussion centred on how this might be taken forward moving into Phase 2. It was debated that other project areas using methodologies for PPI might be tapped into in the future such as the 10,000 voices project.</p> <p><u>Final Version of the Document</u> The final version of the document has been shared with the Executive Directors of Nursing for approval by the CNO before signing off by May 2013. AW reported that other than a few comments regarding formatting, the document was largely settled.</p> <p>Evaluation booklet to be reviewed by POs electronically with a 2 week turnaround for comments.</p> <p>Discussion followed around the tendering and printing of the document. AD to create a template for quotation (division Pro-rata) and send to ACF as chair of the Steering Group for consideration of how the tender process might go forward. AW to speak to ACF about tendering process.</p> <p><u>Draft Final Report</u> All comments have been received and document amended. A PDF version will be sent to the CNO and located on the NIPEC website, when signed off by ACF.</p> <p>AW thanked everyone for all their input.</p>	<p>AD to contact M Devine</p> <p>AD to email evaluation booklet to POs</p> <p>AD to draw up a template for order numbers. AW to speak to ACF.</p>
4	<p>Feedback from Steering Group AW gave a report from the last Steering Group meeting held on Wednesday 10 April 2013.</p> <p>The launch of the Standard Document was discussed. AD to speak with CE NIPEC about the launch of the Standard Document possibly to be held in NIPEC along with the nursing assessment and plan of care document with guidance documents. It was agreed that a half day regional event possibly in November 2013 could be explored.</p>	<p>AD to speak to GH re: launch of standards and document.</p>
5	<p>Professional Officer reports (verbal) SMcV and SS gave feedback on progress to date. AD updated members on how the SHSCT and SEHSCT and AW updated members on WHSCT progress.</p>	
6	<p>Short Stay Document - Under 24 hours The short stay document - under 24 hours was discussed in detail and it was agreed that a workshop would support the development of a Short Stay document. The date agreed was Wednesday 12 June 2013 in the morning, venue NIPEC.</p>	<p>AD to organise set up of Workshop</p>
7	<p>Evaluation booklet Taken under Item 3 matters arising.</p>	

8	<p>Health Care Support Work and Pre-registration Nursing staff - countersigning</p> <p>AD reported feedback from the Steering Group and briefing paper responses on the issue of countersigning. After discussion, the group felt that further debate in a wider professional arena would be necessary gain consensus, given the potential for impact to a range of other areas, including commissioning of education and release of staff from practice areas to ensure appropriate competence development. AD reported that NIPEC are completing other work in the region of HCSW staff. It was agreed that it would be necessary for AW as Chair of the Group to write to AF (Chair) and clarification sought from CNO and Executive Directors of Nursing as to the way forward. It was agreed that a high level statement of the position in NI could be included in the standards document and that pre-registration nurses and midwives should be treated differently to HCSW staff.</p>	<p>AW to write to ACF seeking clarification from CNO and EDoNs.</p>
9	<p>Next Steps</p> <p>AD reviewed actions from the meeting as above.</p>	
10	<p>Any Other Business</p> <p>No other business.</p>	
11	<p>Date and time of next meetings:</p> <p>Wednesday 26 June 2013 at 2.30-4.30pm venue NIPEC Tuesday 10 September 2013 at 10.30-12.30pm Friday 15 November 2013 at 10.30-12.30pm AW thanked all members of WG Strand 1 for their valued input.</p>	