

Recording Care: Evidencing Safe and Effective Care



Strand 1

Monday 22 October 2012, 1300 – 1600hrs, NIPEC Offices, Belfast

ACTION NOTE

Present:-	Anne Witherow, Assistant Director of Nursing, WHSCT, (Chair)	AW
	Carolyn Kerr, Deputy Director of Nursing, NHSCT	CK
	Sonia McVeigh, Professional Officer, BHSCT	SMcV
	Paula Boyle, Professional Officer, SHSCT	PB
	Siobhan Shannon, Professional Officer, NHSCT	SS
	Sandra Hogg, Professional Officer, WHSCT	SH
	Jane Patterson, Professional Officer, SEHSCT	JP
	Angela Drury, Senior Professional Officer, (Lead), NIPEC	AD

Apologies:- Donna Field, NHSCT
 Eileen Kennedy, HSCB
 Roisin Crozier, NHSCT
 Catherine Scullion, BHSCT
 Maureen McManus, SHSCT
 David Robinson, BHSCT
 Audrey Dowd, BHSCT

Agenda item	Action to be taken	Action by
1	Welcome and Apologies AW welcomed everyone to the meeting. Apologies noted as above.	
2	Standards Document – First hour of the meeting is to be set aside for review of the Standards document Discussion was held on the Standards Document. AD to complete agreed changes and circulate by Wednesday 24 th October 2012 for final comment. It was agreed that following amendment of the document a 4 week period of consultation would take place, circulating the document to HEIs, CEC, HSCTS, DHSSPS and staff side organisations. AD to draw up a pro forma within which colleagues could make comment.	AD to amend and circulate document
3	Notes of the last meeting held on 3 September 2012 Notes agreed as a true record.	
4	Matters Arising <u>Update on Workshop including Reg Back Exchange representation</u> AD updated the meeting in relation to discussion at a meeting with the ADNs 8 th October where it was agreed that risk assessments would not be discussed at the regional workshop. AD also updated that the workshop planning was underway through the supervision meetings of the Officers. <u>Bedrails Assessment</u> AW gave an update of work being taken forward by the Assistant/Co-	ADN meeting 10th December will take

	<p>Directors of Nursing. A meeting due to be held 10th December will be taking forward regional agreement on the risk assessment tools.</p> <p><u>Meeting with NHSCT to discuss community initiative</u> CK and SS gave a report on their meeting with EK and her Team in relation to cross over with NISAT. There were some considerations suggested to be taken forward in relation to the workshop in November and particularly regarding the discharge planning section.</p> <p><u>Standards Document</u> As above under item 2.</p> <p><u>RCN Meeting</u> AW informed the group that a meeting with Anne Casey, RCN UK, has been arranged for Monday 5 November 2012.</p> <p><u>Evaluation process</u> Discussion took place regarding the evaluation process for Strand 1. It was agreed that the consultation exercise will be a form of evaluating the development of the standards document. In terms of the nursing assessment and plan of care document, the workshop planned for the 19th, questionnaires and issues log would be a source of evaluation. In terms of Person and Public Involvement, HSC Trust PPI departments, patient advocates, and complaints departments would be asked for feedback by ADNs and the Professional Officers. In addition, Non Executive Directors were identified as a source for information. AD to advise Linda Kelly, David Robinson and Fiona Wright.</p>	<p>forward risk assessment agreements.</p> <p>Suggestions for discharge planning to be taken to Nov workshop.</p> <p>ADNs, POs to speak to PPI depts., Patient advocates and complaints depts. ADNs to speak to NoN-Exec Dirs where appropriate.</p>
5	<p>Feedback from Steering Group Verbal feedback report from the Steering Group Meeting held on 3 September 2012 was provided by AD.</p>	
6	<p>Less than 12/24 Hours Stay Document A discussion took place in relation to the 12/24 Hours Stay Document. It was agreed that this item should be tables for discussion with ACF at next Steering Group Meeting.</p>	<p>Item to be raised at next SG meeting.</p>
7	<p>Professional Officer Reports AD gave a summarised version of the Professional Officer Reports previously circulated for information. Strand 1 challenges were broadly similar to those encountered for Strand 2: staffing issues, resistance to change and the IT difficulties in relation to the audit tool. AD reported that these difficulties were reducing in number. AW noted appreciation for the Officers working in challenging times.</p>	
8	<p>Next Steps AD summarised actions from the meeting.</p>	
9	<p>Any Other Business No other business.</p>	
10	<p>Date and Time of next meeting Friday 7 December 2012 at 10.00am-12.00md venue NIPEC Offices Belfast.</p>	