

# **Recording Care: Evidencing Safe and Effective Care Strand 1 Meeting**

**NIPEC Offices, Belfast  
Thursday 26 March 2015, 14:30 – 16:30hrs**

In Attendance:

Anne Witherow, Assistant Director of Nursing, WHSCT (Teleconf)	AW
Dawn Connolly, Nursing Governance Coordinator/Research Project Nurse, SHSCT	DC
Susan Carlisle, Nurse Lecturer, QUB	SC
Angela Drury, Senior Professional Officer, NIPEC	AD

Apologies:

Eileen Kennedy, Social Care Commissioning Lead, HSCNI  
 Carolyn Kerr, Deputy Director of Nursing, NHSCT  
 Jane Patterson, Patient Safety Officer, SEHSC  
 Anne Marie Tunney, Lecturer in Nursing, Ulster

Agenda Item	Notes	Action by
<b>1</b>	<p><b>Welcome and apologies</b></p> <p>Everyone was welcomed to the meeting. Apologies as noted above. Notes of 29 January 2015 agreed as a correct record, with one amendment to change Dawn Connolly's title.</p>	<b>AD to amend notes</b>
<b>2</b>	<p><b>Matters Arising</b></p> <p><b>Specialist Nurse Records</b></p> <p>During discussion a number of issues were raised regarding governance requirements being met for nurse records recorded in other document formats alternative to nursing records. In addition the CNO Standards document was mentioned as being applicable to all records nurses record in. It was agreed that there were a range of governance issues which Specialist Nurses do need to address. In addition it was agreed it would be helpful for specialist nurses to have a recording framework within which to document their assessments and evaluations.</p> <p>AW commented that E-NISAT was being used in Community Nursing in WHSCT. Issue of care planning was discussed at the E-NISAT currently has no opportunity to care plan. AD to contact Eileen Kennedy to attend the next Steering Group for an update and to run-through E-NISAT within nursing.</p> <p>On further discussion it was agree to seek information from HEIs regarding what is currently taught in specialist practice programmes - SC to determine what is taught re. Record Keeping for Specialist Nurses.</p>	<p><b>AD to invite Eileen Kennedy to the next SG Meeting</b></p> <p><b>SC to provide information re: record keeping spec practice.</b></p>
<b>3</b>	<p><b>Feedback from Steering Group</b></p> <p>AD gave feedback from the Steering Group and noted the recent RQIA Report. Debate was focussed on the aspect of care planning, uncovered from the report on Care of the Older person in</p>	

	Acute Care Settings.	
<b>4</b>	<p><b>Work streams for WG S1</b></p> <p><u>Children's Record Production</u> AD provided an update in relation to the production of the children's record. AW advised that it might be prudent to seek legal advice regarding the agreement for readmission and subsequent division of the care record into two documents, frequently attending for booked admissions for treatment and ordinary admissions. It was acknowledged that robust guidance was needed. AW mentioned staff in WHSCT who might be able to help with this question.</p> <p><u>Learning Disabilities Record Production</u> Learning Disability Summit to be held once letter comes from Glynis Henry to determine way forward.</p> <p>Mental health Record Production was underway and AD was involved in the programme board. AD had sent correspondence to the programme board outlining the need to agree any final record production through the Recording care Steering Group. To remove from agenda.</p> <p><u>Care Planning</u> Robust discussions regarding layout took place, it was agreed that AD would make the following changes:- Make changes to the structure of the care planning layout document, all members would provide AD with examples to populate the template with, the new layout if agreed by the CNO and EDoNs should be piloted in targeted areas with facilitation – members were suggested as providing potential assistance with this process.</p> <p>The following plan was agreed by members:</p> <ul style="list-style-type: none"> <li>• The layout would be taken to the EDoN's next meeting is to be held on 27 April 2015.</li> <li>• Members agreed to provide some care planning samples from each HSCT of care plans which would be redacted appropriately.</li> </ul> <p>It was agreed that robust evaluation was required prior to the rolling out of the process in the future.</p> <p><u>KPI development</u> Some concern was raised by Chair in relation to the potential for confusion between the two tools. AD had raised this issue before with the ADNs prior to the work being taken forward. It was agreed that a robust descriptor was required to enable definition of when the tools should be used and by whom.</p>	<p><b>AD to approach legal team in WHSCT for assistance and advice</b></p> <p><b>Remove MH record from agenda</b></p> <p><b>AD to make agreed changes Members to populate examples and send to AD</b></p> <p><b>Present CP paper to EDoNs 27 April</b></p> <p><b>Descriptor for use of KPI to be produced.</b></p>
<b>5</b>	<p><b>Any Other Business</b> No other business was discussed.</p>	
<b>6</b>	<p><b>Date and time of next meeting:</b> 22 May 2015 at 10.30- 12.30md, venue NIPEC</p>	