

Recording Care: Evidencing Safe and Effective Care

Strand 1

**NIPEC Offices, Belfast.
11th June 2012, 1000 - 1300 hrs.**

AGENDA

1. Welcome and apologies
NHSCT user representative: Donna Field
2. Notes of the last meeting 18 April 2012
Agree the notes of the last meeting as correct.
 - Regional Standards
Agree to take at item 5 on the agenda.
 - Core Care Plans
Chair discussion on update around core care plans and advise group of meeting in afternoon to take this issue forward.
 - Regional Abbreviation Collaborative
 - KPI Feedback
Advise that the issue of record keeping is still to be raised at the regional KPI meeting.
 - Gantt presentation
Update to be provided by AD.
 - Regional Groupings
Chair to update on any work undertaken in contacting Chairs of regional groups. SEHSCT have uncovered a care path way for moving and handling for discussion.
 - Short Stay Units
Agree to take at item 4 on the agenda.
 - Evaluative methods and contact with R&D colleagues
This item was discussed at the last supervision day for the Officers. Agree to take at agenda item 7.
3. Report from the Officers including issues log
Reports circulated prior to meeting therefore do not require verbal update – chair discussion in relation to positive outcomes and challenges noting any required actions.

4. Production of a Record for Use in Short Stay Units
Chair discussion on feedback from Trusts – including input from Wendy Cross WHSCT.
5. Development of Regional Standards for Record Keeping in Nursing and Midwifery
Tabled paper – chair discussion and reach agreement on way forward (Anne I will update you on this item before the meeting – there has been some correspondence from EDoNs).
6. Use of Additional Evaluation Booklets
Chair discussion and reach agreement on way forward.
7. Evaluation Process
AD to run through an outline of the evaluation process and challenges. Paper tabled in relation to user questionnaire.
8. Next Steps
Review next steps.
9. Any Other Business
10. Dates and times of meeting schedule to be agreed.
Next meeting: **3rd September 2012 10 am - 12MD, NIPEC Offices Belfast.**