

Recording Care: Evidencing Safe and Effective Care

Strand 2

15th September 2014, 14.00 – 16.30 hrs

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing, SHSCT (Chair) **FW**
 Linda Kelly, Assistant Director of Nursing, SEHSCT (telecon) **LK**
 Jane Patterson, Safe and effective Care Officer, SEHSCT **JP**
 Moira McCusker, Nurse Education Consultant, CEC **MM**
 Sonja McVeigh Nurse Development Lead BHSCT **S MCV**
 Angela Drury, Senior Professional Officer, NIPEC **AD**
 Shirley Johnston Professional Officer Recording Care **SJ**

Apologies:-

Fiona Bradley
 Wendy Cross
 Pat Gillespie
 Francie Mc Connell

In Attendance	Moria Mannion Co-Director Nursing BHSCT (MM), Lynn Fee Assistant Director Nursing SHSCT, (LF) and Sharon McRoberts Acting Assistant Director of Nursing SEHSCT (SMcR). Invitation had been extended to this meeting to contribute to the draft framework paper and discussion as part of their workforce role.	
Agenda item	Action to be taken	Action by
1	Welcome and apologies FW welcomed all members of the group to the meeting. Apologies noted as above and introductions taken.	
2	Notes of the last meeting: 6th August 2014 - Matters Arising are being taken under the agenda items Notes of the previous meeting were agreed as an accurate record.	
3	Matters Arising: Feedback from Steering Group: Steering group was postponed on the 12 th September 2014. No feedback given. Steering Group re-scheduled via teleconference on 24 th September 12.00 – 14.00	Report will be given to SG via TC on 24/09/14 (FW)
4	Health Care Support Worker Record Keeping Practice - Competence to Record and Potential Framework AD gave a brief background for those in attendance and guided them through the framework which had been previously circulated. FW chaired discussion and debate related to any amendments of the framework. Key issues discussed included delegation, the use of KSF within the framework and duplication with the work already completed in the Regional Maternity Support Worker work stream.	Revision of

	<p>MM proposed the idea of using the KSF rating as a way of assessing the Health Care Support Worker record keeping practice using the annual review process. Following discussion it was agreed that the framework would be revised to reflect the KSF ratings.</p> <p>LF and MM proposed the need to link the language in the framework to KSF language which staff would be familiar with. Following discussion it was agreed that the document and the framework would be amended to reflect this. Changes were described for amendment to the document. AD and SJ to revise the paper and the framework.</p> <p>LF and MM raised the issue of the existing process for assessment of HCSW record keeping practice. Discussion included difference in the processes for new and existing members of staff. Changes were described for amendment to the document that would reflect the differences between these two staff groups. AD and SJ to revise the framework.</p> <p>FW proposed in relation to the draft audit tool, that given the discussion and the proposed changes to the paper and the framework that the audit tool would also be revised to reflect those changes including reflection of KSF language and assessment. SJ to revise.</p> <p>In terms of piloting the framework plans for appropriate methods of consultation were discussed. It was agreed that the pilot should take place using the process that had previously been agreed within trusts with four individuals in each trust. Current staff would be provided with the opportunity to audit practice using the tool developed in supervision processes and the 'new staff' approach would include testing with trainers in some of the Trusts. Following these exercises further evaluation, amendment and refining of the framework would take place.</p> <p>AD and SJ to take forward.</p> <p>FW asked members of the group to e-mail any further comments to AD no later than 22nd September 2014</p>	<p>framework to reflect KSF language, differences in processes for new and existing members of staff (AD & SJ)</p> <p>Revision of the draft audit tool to reflect KSF language and assessment (SJ)</p> <p>Collation of any further comments and make amendments (AD & SJ)</p>
4	<p>Consultation Workshop - Planning.</p> <p>FW proposed that given the discussion and the proposed changes to the paper and the framework, that the Gantt chart detailing the time frames for final production of the HCSW Record keeping Practice Framework be revised and presented at the next meeting of the group. AD and SJ to revise.</p>	<p>Revision of Gantt chart to reflect any changes of time frame due to late commencement of pilot period (AD & SJ)</p>
5	<p>Any Other Business</p> <p>No other business was raised.</p>	
6	<p>Date and time of next meeting</p> <p>Agreed date of Monday 27th October 2014 14.00pm - 16.00pm, NIPEC Offices, Belfast</p>	

Gantt Chart for final production of the HCSW Record Keeping Practice Competency Framework Sept 14 – Feb 15

HSC Trusts will agree to select individuals across all fields of practice and care settings including:

- Current Band 2 staff
- Current Band 3 staff
- 'new' staff – those staff members employed within the last 3 months – testing with trainers

	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015
Meeting with HR, Workforce and Education Leads HSC Trusts						
Advise EDoNs of Proposals						
Prescribe and agree pilot areas*						
Pilot Framework						
Convene workshop for feedback from pilot						
Amend Framework on basis of feedback						
Present back final Framework to EDoNs						