

Recording Care: Evidencing Safe and Effective Care

Strand 2

Tuesday 18 February 2014, Meeting Room NIPEC Offices, 9.30-11.30 hrs

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing Governance, SHSCT (Chair) FW
 Jane Patterson, Safe and Effective Care Officer, SEHSCT JP
 Sonya McVeigh, NDL, BHSCT SMcV
 Siobhan Shannon, Project Officer, NHSCT SS
 Liz Campbell, SEHSCT, (title) LC
 Angela Drury, Senior Professional Officer, NIPEC AD

Apologies:- Maura McCloskey
 Linda Kelly

Agenda item	Action to be taken	Action by
1	Welcome and apologies FW welcomed everyone to the meeting. Apologies noted as above. FW informed the Strand 2 Group that a new member Maura McCloskey from the CEC will be attending future meetings. Liz Campbell was attending the meeting on behalf of Linda Kelly.	
2	Notes of the last meeting: 30 July 2013 Agreed notes of 30 July 2013 as a true record. The Strand 2 Group were updated on relevant items i.e. KPIs and record keeping practice being a part of a suite of indicators. Members noted that the review of audit scores was now being managed by the Steering Group through the ADNs due to the fact that professional officers had gone back to their substantive posts and were no longer responsible for collecting audit scores regularly.	
3	Matters Arising <u>Contact with HEIs</u> FW indicated that it had been decided at a point in time during 2013 that formal update sessions to HEI colleagues would be stalled until the release of the new document and standards. As this was now imminent, discussion on the way forward, in terms of how this might be approached with HEI colleagues to embed in the pre-reg curriculum, was held. It was agreed that FW and AD will meet with the HEI representatives in order to restart the process to look at the audit tool and Standards. Discussion followed amongst members regarding the expressed disjointed nature of work ongoing in HSC Trusts particularly around care planning. A request was offered to have clear direction around care planning work. FW gave an explanation on how the work is being taken forward. Discussion regarding a new model of care planning is currently ongoing.	AD to set up meeting with FW and HEI representatives
4	Report from Steering Group AD provided an update on the recent Steering Group Meetings. In relation to the update regarding the Abbreviations principles it was felt	

	<p>that the Abbreviation Quiz used at the regional workshop was a useful tool to get engagement and 'buy-in'. This assisted registrants to see how many different interpretations there were of a range of abbreviations. AD to speak to BD project lead in relation to this element.</p> <p>A discussion also took place related to the ECR and nursing informatics, including the options for care pathways. AD updated colleagues in relation to the process in Rol and discussions with P Hussey. member expressed an interest in keeping updated with this information.</p>	<p>AD to speak to BD in relation to the abbreviations quiz.</p>
5	<p>Health Care Support Worker Record Keeping Practice</p> <p>AD gave an update on the project area of Health Care Support Worker Record Keeping Practice. Discussion followed on the way forward for this element of the project.</p> <p>A number of ideas were offered:</p> <ul style="list-style-type: none"> • Links to supervision or appraisal could be made to assure ongoing competence • Distinction of recording of nursing care only • Delegation needs to be considered • AD to speak with NISCC regarding • FW to speak to Carmel Harney in relation to this area of practice and AHP assistants • LC was to enquire from Salford whether or not they have taken any work forward in this area • A regional workshop to present ideas to should be organised in late May 2014 to get the broad view of nursing in NI. <p>Members to look at different documents and information related to the competence to record, training and assurance of ongoing competence of HCSW staff. All information back to AD by 14 March 2014. Challenges to change.</p>	<p>AD to speak with NISCC FW to speak to C Harney LC to speak to Salford Regional workshop to be organised.</p> <p>WGStrand 2 to send info to AD by 14 March 14</p>
6	<p>Any other Business</p> <p>Following the outline of what Strand 2 would be doing over the next few months it was agreed that a review of membership was required. It was agreed that contact should be made with David Robinson and Carolyn Kerr re. Sonya and Siobhan.</p> <p>Working from the original ToRs, AD to describe new ones for the next meeting.</p> <p>HEI request also to be sent to Mary Lindsay at Ulster.</p> <p>Suggested date of HEI meeting 3 April 14 9.30am.</p> <p>Workshop format 10.00-1.00pm HCSW 30 May 14. Next meeting to concentrate on what form the Workshop might be.</p>	<p>AD to contact DR and CK re membership</p> <p>AD to contact ML</p> <p>AD to contact HEIs</p>
7	<p>Date and time of next meeting</p> <p>Monday 31 March 2014, 9.30-11.30hrs, NIPEC Offices.</p>	