

Recording Care: Evidencing Safe and Effective Care

Strand 2

27th October 2014, 14.00 – 16.30 hrs

ACTION NOTE

Present: - Fiona Wright, Assistant Director of Nursing, SHSCT (Chair) **FW**
 Wendy Cross Lead Nurse WHSCT (Telecon) **WC**
 Pat Gillespie Health Care Support Worker WHSCT (Telecon) **PG**
 Jane Patterson, Safe and effective Care Officer, SEHSCT **JP**
 Moira McCusker, Nurse Education Consultant, CEC **MM**
 Sonja McVeigh Nurse Development Lead BHSCT (Telecon) **S MCV**
 Roisin McSwiggan Lead Nurse NHSCT **R McS**
 Angela Drury, Senior Professional Officer, NIPEC **AD**
 Shirley Johnston Professional Officer Recording Care **SJ**

Apologies:-

Fiona Bradley
 Linda Kelly

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: 15th September 2014 - Matters Arising are being taken under the agenda items Notes of the previous meeting were amended to reflect apologies which had been sent by Roisin McSwiggan prior to the meeting.	
3	Matters Arising: Feedback from Steering Group: Steering group took place via teleconference on 24 th September 2014. AD gave feedback to those in attendance.	Report will be given to SG on 15/12/14 (FW)
4	Health Care Support Worker Record Keeping Practice – (Revised) Competence to Record and Potential Framework AD gave a brief summary and update of the work carried out by the group to this point. FW chaired discussion and debate related to the revised Framework (previously circulated). Key issues discussed included: changes to wording and language within the document, the benefit of including examples under each Record Keeping Practice Statement and the format for testing the Framework. Included in the discussion were comments sent to the group by Lynn Fee Assistant Director of Nursing SHSCT. It was agreed that the document and the framework would be amended to reflect the discussion. Changes were described for amendment to the	Revision of document and framework to reflect language change and examples (AD & SJ)

	<p>document. AD and SJ to revise the document and the Framework.</p> <p>In terms of testing the framework plans for appropriate methods of consultation were discussed. It was agreed that given the tight timescales the testing should take the form of Focus Groups which would be held within each Trust, facilitated by the Trust representatives who sit on the Strand 2 group, supported by NIPEC and completed by the end of December 2014. New and existing HCSW would be provided with the opportunity to comment on the Document and the Framework. Following completion of the Trust Focus Groups final evaluation, amendment and refining of the framework would take place at the January meeting of the Strand 2 group. AD and SJ to take forward with each of the Trust representatives.</p> <p>FW asked members of the group to ensure focus groups were completed within the agreed timeframe were possible.</p>	<p>Preparation of Trust Focus Group programme and activities (SJ)</p>
4	<p>Feedback following Trust Focus Groups:</p> <p>FW proposed that given the end of December 2014 was the agreed deadline for completion of the Trust Focus Groups it would be prudent to stand down the next meeting of the Strand 2 Working Group and reconvene a date in January 2015. This would allow each Trust time to complete their Focus Groups and to feed back to the group their findings. It was also suggested 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. SJ to revise.</p>	<p>Revision of Gantt chart to reflect any changes to timeframes allocated to complete trust Focus Groups (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>8th December meeting stood down</p> <p>Group to reconvene on Monday 19th January 2014 14.00 – 16.00 NIPEC Offices, Belfast</p>	

Gantt chart for final production of the HCSW Record Keeping Practice Competency Framework Sept 14 – March 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	Mar 2015
Meeting with HR, Workforce and Education Leads HSC Trusts							
Advise EDoNs of Proposals							
Agree Focus Group areas							
Facilitation of Focus Groups							
Feedback from Focus Groups					19/01/15 in NIPEC		
Amend Framework on basis of feedback from Focus Groups						Final Amendments completed by 02/02/14 and sent to Chair for final sign off	
Present back final Framework to EDoNs							Feedback at March Meeting of EDONs