

Recording Care: Evidencing Safe and Effective Care

Strand 2

30 July 2013, 2.00 - 3.40hrs

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
 Michael Davidson, Senior Manager, Clinical Education Centre MD
 Wendy Cross, WHSCT, Governance Lead Nurse (telecon) WC
 Angela Drury, Senior Professional Officer, NIPEC AD
 Linda Woods, Secretary, NIPEC (in attendance)

Apologies:- Liz Campbell

Agenda item	Action to be taken	Action by
1	Welcome and apologies FW welcomed everyone to the meeting. Apologies noted as above.	
2	Notes of the last meeting: 12 March 2013 Agreed notes of 12 March 2013 as a true record.	
3	<p>Matters Arising</p> <p><u>QlicView</u> AD had planned to meet with LK and others for a demonstration on QlicView, which subsequently had to be rearranged. AD to feedback once the demonstration has been held. JP reported that QlickView is not fully up and running in the SEHSCT.</p> <p>SEHSCT using a dashboard type arrangement meantime with KPIs reported. FW reported that the SHSCT are using excel pivot charts for quality indicators currently. SS reported that the NHSCT also use an excel style dashboard. WC reported that the WHSCT are using excel and SharePoint. A discussion was had in relation to wider sharing of indicators at Trust Board level including the interest CNO has in advancing nursing KPIs.</p> <p><u>Contact with RQIA</u> it was reported that there had been no reply from RQIA although several attempts have been made to engage with Kathy Fodey. It was agreed to make contact again before referring to the Steering Group.</p> <p>AD informed the meeting that NIPEC intend to host a Regional Nursing Forum for Independent and Voluntary Organisations on 3 September 2013. This Forum originated from the Recording Care Project Strand 2 meeting with Regional Nurse Agency Forum and further requests from a range of organisations within the Independent and Voluntary Sector</p>	<p>AD to feedback from Qlicview once meeting has taken place</p> <p>AD to make contact with RQIA</p>

	<p>concerning staff professional support. It is hoped that this Forum will meet 3 times a year and will be updated on work on the Record Keeping Project as a matter of course. It was acknowledged that this work would assist with the project dissemination for Recording Care.</p> <p><u>'red' record</u> Professional Officers updated the group in relation to the 'red' file system of records with a regional health and care number.</p> <p><u>Feedback from 10,000 voices workshop</u> FW reported to the group on the 10,000 voices workshop. It was agreed that the work of this group was unlikely to provide much by way of evaluative feedback to the Project.</p>	
<p>4</p>	<p>Report from Steering Group AD reported a broad overview as notes had been circulated with no amendment but not verified as this stage. Update was provided in relation to:</p> <ol style="list-style-type: none"> 1. A gap analysis paper tabled at the Steering Group outlining the potential for a way forward should funding not be forth coming for phase 2. 2. Endoscopy documentation 3. Countersignature of HCSW records 4. Launch of document and standards – potentially at CNO Conference in November. CNO had stated she would be happy to launch the products at the next CNO conference. <p>FW indicated that the document is almost finalised.</p> <p>AD mentioned that there were a number of records projects which were being discussed across HSC Trusts which could have the potential to overlap with recording care. SG and WG members had been asked to feed information back into the SG in the future for management of future developments.</p>	<p>Members to advise SG of any developments in HSC organisations related to record keeping.</p>
<p>5</p>	<p>Trust Updates <u>WHST</u> WC gave an update to the group indicating that the Trust is currently refreshing the Recording Care project through dedicated workshops to update staff. Improvement work was now being taken forward in Community Learning Disability settings, Older People and Mental Health. The WHST have also piloted a 24 hour document with a 50% conversion rate to full document. Findings will be reported within strand 1.</p> <p><u>NHSCT</u> SS gave an update to the group indicating that the surgical under 24 hour document being piloted in NHSCT is at the same 50% conversion rate. Wards are continuing to audit monthly and present scores on Trust dashboards. SS has done completed spot audits and encountered some variance of scores which was being managed internally. The new document was also being implemented into the sub-acute community hospitals.</p>	

	<p><u>BHSCT</u> SMcV gave an update to the group indicating that scores in BHSCT are not currently reported through a dashboard system. It was indicated that it was intended that NDLS should assist to roll out the improvement methodology to other ward within the acute sector. Some work was also being taken forward in mental health care settings in relation to a document. Paediatric care settings have also shown interest in being involved.</p> <p><u>SEHSCT</u> JP gave an update to the group indicating that auditing is currently ongoing but is not linked into the Trust dashboard at present. The pilot within the emergency department at the Ulster hospital is now being continued into the other EDs within the SEHSCT.</p> <p><u>SHSCT</u> FW reported on behalf of the Trust - No Professional Officer had been provided at present due to the short nature of a secondment. Most wards are continuing to audit at least the mandatory requirements section, if not all four sections of NOAT, which was being reported through the Trust suite of Quality Nursing Indicators. SHSCT was keen to link with SEHSCT to learn from the implementation of the document into the Emergency Department.</p> <p>FW thanked everyone for the update and emphasised that any development of records in Trusts should be raised to the attention of the Regional Steering Group. This element will be raised at SG and then potentially with the EDoNs.</p>	<p>AD to put on agenda at Steering.</p>
<p>6</p>	<p>Contact with HEIs FW and AD had met with HEIs and they have asked to have sight of the final version of the document to assist the teaching of the pre-registration curriculum. Update sessions have been planned with HEI staff to follow the launch of the standards document.</p> <p>AD advised that she had met with Fiona Martin QUB. FW indicated 2 issues still awaiting decisions.</p>	<p>Share document with HEI staff as soon as finished.</p>
<p>7</p>	<p>Sustaining Improvement FW indicated that the impact to the improvement of the standard of record keeping practice following the removal of the professional officer resource had been significant. Following discussion, it was agreed that colleagues would gather scores from 5 records per ward across 5 wards in each Trust to present at SG in September. To be returned back to AD by Wed 21 August 13.</p> <p>It was agreed that score validation was an issue - FW to discuss at the Steering Group under sustainability.</p>	<p>Colleagues to return scores to AD by 21/08/13</p> <p>Agenda item for Steering Group</p>
<p>8</p>	<p>Any Other Business No other business</p>	
<p>9</p>	<p>Date and time of next meeting:- Friday 13 September 2013, 10.30 - 12.30pm, NIPEC Offices, Belfast. FW informed colleagues that this date was no longer available to her - therefore a future date was to be trawled by LW.</p>	<p>LW to trawl future date.</p>