

**Recording Care: Evidencing Safe and Effective Care
Strand 2**

Monday 19th January 2015, 14.00 – 16.30 hrs

ACTION NOTE

Present:- Linda Kelly, Assistant Director of Nursing, SEHSCT (telecon)
Jane Patterson, Safe and effective Care Officer, SEHSCT
Sonya McVeigh Nurse Development Lead BHSCT
Wendy Cross, WHSCT, (teleconference)
Pat Gillespie, WHSCT (teleconference)
Roisin McSwiggan, Lead Nurse Governance, NHSCT
Angela Drury, Senior Professional Officer, NIPEC

LK
JP
SMcV
WC
PG
RMcS
AD

Apologies:- Fiona Wright
Moira McCusker

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| 1 | <p>Welcome and apologies AD welcomed everyone to the meeting. As Fiona Wright was unable to attend AD chaired the meeting on her behalf. Apologies were noted.</p> | |
| 2 | <p>Notes of the last meeting: 27 October 2015 Draft notes were agreed as a true record.</p> | |
| 3 | <p>Matters Arising: AD provided feedback from the last Steering Group, held 15 December 2014. Notable elements included an update on resource provision across the HSC Trusts to drive improvement, the potential for an event in the spring related to the work of the project, the production of a regional KPI on a web based tool format and advances related to the nursing e-record. As well as a report from Strand 2 regarding the HCSW work stream, a report was offered on behalf of Working Group 1 detailing the production of the children’s record and ongoing work related to care planning. Trust audit scores were improving reported for quarter 3 of the year.</p> | |
| 4 and 5 | <p>Health Care Support Worker Record Keeping Practice - (Revised) Competence to Record and Potential Framework including Feedback from Trust Focus Groups</p> <p>AD fed back the responses to the focus groups in each HSC Trust which had been taken forward by members of WG S 2. Members worked through the feedback, tracking amendments to the framework. Discussion was had in relation to a learning and development resource which would sit alongside of the skills framework in each HSC Trust with relevant policies.</p> <p>It was agreed that SMcV and JP would work together to list the relevant policies that each HSC Trust should source for a potential resource file. In addition they would work with AD to redraft the framework – meeting to take place end February/start March. Final draft to be circulated for comment by Early March then to meeting 20th March for final sign off and to CNO/EDoN meeting start April for review.</p> | <p>JP, SMcV to source relevant resource documents.</p> <p>JP, SMcV and AD to work to produce final draft.</p> |

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| 6 | Next Steps Actions as above. | |
| 7 | Any Other Business No other business at this time. | |
| 8 | Date and time of next meeting Friday 20th March 2015, 10:00 - 12:00hrs, NIPEC Offices, Belfast | |

DRAFT