

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

**Friday 20 March 2015, 10.00 – 11.00 hrs**

**Meeting was held by Teleconference**

**ACTION NOTE**

**Present:-** Fiona Wright, Assistant Director of Nursing, SHSCT  
 Moira McCusker, Nurse Education Consultant, CEC  
 Jane Patterson, Safe and effective Care Officer, SEHSCT  
 Sonya McVeigh Nurse Development Lead BHSCT  
 Angela Drury, Senior Professional Officer, NIPEC

**FW  
MMcC  
JP  
SMcV  
AD**

**Apologies:-** Roisin McSwiggan  
 Wendy Cross  
 Linda Kelly

1	<p><b>Welcome and apologies</b>          It had been agreed to hold this meeting by teleconference. Apologies noted as above.</p>	
2	<p><b>Notes of the last meeting: 19 January 2015</b>          Agreed notes of the last meeting held on 19 January 2015 as a true record.</p>	
3	<p><b>Health Care Support Worker Record Keeping Practice - (Revised) Competence to Record and Potential Framework</b></p> <p>No further amendments had been offered for the framework, rather confirmations of agreement following circulation after the last SG meeting. Discussion took place regarding documents and where supporting information would be held within HSC Trusts. It was agreed that SMcV and JP would collaborate on providing a list which could potentially be populated for each HSC Trust.</p> <p>It was agreed to send out the revised framework following sign off from EDoNs to focus groups in HSC Trusts. Discussion took place in relation to practical considerations required for roll out. Next steps were to place item on the agenda of the next CNO EDoN meeting. AD to check date of next meeting and put on the Agenda.</p> <p>It was agreed that a potential indicative implementation plan should accompany the framework to the EDoN/CNO meeting. This should include a proposal to incorporate within induction programmes in HSC Trusts and also within those run by CEC for HCSW staff.</p> <p>A small scale pilot was suggested for each HSCT to allow learning for full roll out to occur.</p> <p>Discussion regarding HCSW staff recording in nursing documents took place and in particular the disparity of practice across the region and between care settings within organisations.</p>	<p><b>SMcV and JP to provide agreed list of supporting documents for each HSCT to populate on their intranet.</b></p> <p><b>To go on CNO EDON agenda for sign off.</b></p>

	<p>It was agreed that the briefing paper to the EDoNs and CNO should include the issue of lack of uniformity around record keeping practice across Trusts and sectors. It was agreed that a key question should be posed in relation to giving permission to HCSW staff and providing equity across the region to record in nursing records if principles and competency framework were assured - all staff across all disciplines and care settings.</p> <p>It was acknowledged that work would then be required to change cultural norms.</p> <p>Following amendments from EDoNs framework to be sent to Focus Groups for final comment.</p>	<p>Framework to be circulated to facilitators of focus groups for onward circulation to members.</p>
<p><b>4</b></p>	<p><b>Future Work</b></p> <p>Members were in agreement that currently there were variable arrangements in each HSCT for driving improvement methodologies.</p> <p>Amendment of NOAT was discussed in relation to children's care settings and for wider use to reflect the new document.</p> <p>Discussion reflected the different arrangements within HSC Trusts to assure standards for record keeping practice are being met.</p> <p><b>Children's Care settings improvement methods</b></p> <p>It was agreed that in order to facilitate the improvement methods within Children's care settings, the 5 children's leads should be invited to the next Strand 2 Meeting. For discussion will be the assurance that improvement methods are being implemented in the absence of officers and how feedback might be enabled to the Working Group Strand 2, to provide support where necessary.</p> <p>Discussion was taken forward about a potential role for CEC through existing Trust SLAs and mentoring for ward environments. FW to send an email to speak to ADNS for Workforce re. SLA and potential for CEC to be used.</p> <p><b>Continued contact HEIs</b></p> <p>Debate occurred regarding re-engagement with HEIs to embed the improvement methodologies within pre-reg nursing programmes. AD to ask representatives to meeting in July to discuss way forward the aim of which would be to ascertain how University staff might transfer the improvement methods into practice.</p>	<p>AD to invite the children's leads to next Strand 2 meeting in May.</p> <p>FW to send email to ADNs for workforce.</p> <p>AD to ask pre-reg reps from HEIs to attend July meeting of Strand 2.</p>
<p><b>5</b></p>	<p><b>Next Steps</b></p> <p>AD outlined next steps as per actions recorded.</p>	
<p><b>6</b></p>	<p><b>Any Other Business</b></p> <p>No other business was raised.</p>	
<p><b>7</b></p>	<p><b>Date and time of next meeting</b></p> <p>Wednesday 20 May 2015 at 2.00pm - 4.00pm, NIPEC Offices, Belfast</p>	