

Recording Care: Evidencing Safe and Effective Care

Strand 2

6 August 2014, 09:30 - 11:45 hrs

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing, SHSCT (Chair) **FW**
 Linda Kelly, Assistant Director of Nursing, SEHSCT **LK**
 Wendy Cross, WHSCT, Lead Nurse Governance (telecon) **WC**
 Pat Gillespie, HCSW, WHSCT (telecon) **PG**
 Roisin McSwiggan, Lead Nurse Governance, NHSCT **RMcS**
 Jane Patterson, Safe and effective Care Officer, SEHSCT **JP**
 Moira McCusker, Nurse Education Consultant, CEC **MM**
 Fiona Bradley, Senior Education Consultant, CEC **FB**
 Francie McConnell, Lead Nurse, Mental Health, SHSCT **FMcC**
 Angela Drury, Senior Professional Officer, NIPEC **AD**

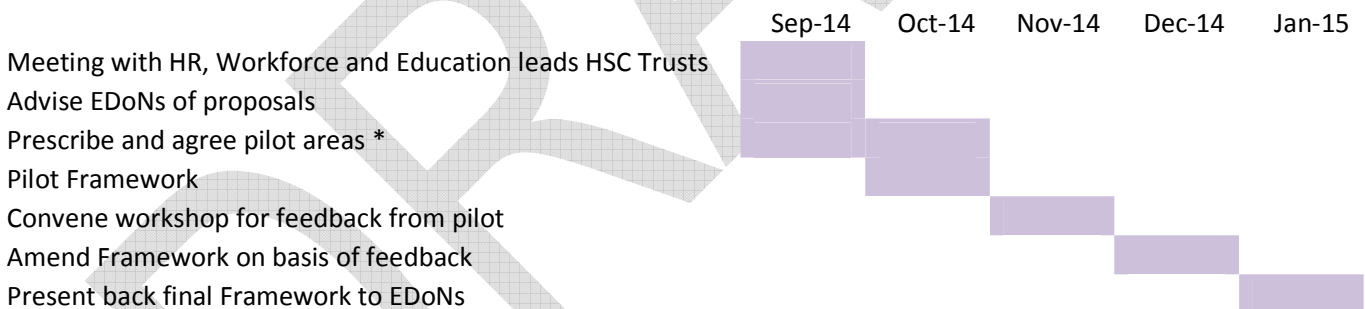
Apologies:-

Catherine Scullion
 Sonya McVeigh

Agenda item	Action to be taken	Action by
1	Welcome and apologies FW welcomed everyone to the meeting. Apologies noted as above and introductions taken.	
2	Notes of the last meeting: 2 July 2014 - Matters Arising are being taken under the agenda items Notes of the previous meeting were agreed as an accurate record.	
3	Health Care Support Worker Record Keeping Practice - Competence to Record and Potential Framework AD guided members through the framework which had been previously circulated. FW chaired discussion and debate related to the amendment of the framework. LK raised issue of delegated tasks from other professions. Following discussion it was agreed that currently the framework related to the HSC Trust nursing delegated tasks. FMc raised peer support workers - who will be writing in nursing records. These individuals may or may not be delegated tasks from a nursing colleague. This issue will be raised for consideration when the framework is presented to Steering prior to presentation to the Executive Directors of Nursing. Changes were described for amendment to the competence statements. AD to revise document. In terms of implementation it was agreed that an audit tool to assess the standard of record keeping of a member of HCSW staff should be developed. AD to take forward.	Issue of peer support workers writing in nursing records to be raised with SG. Audit tool to be described for HCSW entries.

4	Consultation Workshop - Planning. Plans for appropriate methods of consultation were discussed. It was agreed that a meeting with HR representation and nursing workforce leads would be helpful to contribute to the production of the final framework, in terms of consultation. A process was also defined whereby a pilot might take place to test the framework with four individuals in each Trust following which evaluation would allow amendment and refining of the framework. AD was asked to draw up a Gantt chart to define time frames (see attached).	Meeting to be convened to consult with HR and workforce leads.
5	Any Other Business No other business was raised.	
6	Date and time of next meeting Agreed date of Monday 15 September 2014 2.00pm - 4.00pm, NIPEC Offices, Belfast	

Gantt Chart for final production of the HCSW Record Keeping Practice Competency Framework Sept 14 – Jan 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**