

Recording Care: Evidencing Safe and Effective Care



Strand 2

Tuesday 16 October 2012, 2.00pm-4.15pm, NIPEC Offices

ACTION NOTE

Present:-Fiona Wright, Assistant Director of Nursing Governance, SHSCT	FW
Linda Kelly, Assistant Director of Nursing, Safe and Effective Care, SEHSCT	LK
Sandra Hogg, Professional Officer, WHSCT	SH
Paula Boyle, Professional Officer, SHSCT	PB
Jane Patterson, Professional Officer, SEHSCT	JP
Sonya McVeigh, Professional Officer, BHSCT	SMcV
Siobhan Shannon, Professional Officer, NHSCT	SS
Angela Drury, Senior Professional Officer, NIPEC	AD
Linda Woods, Secretary, NIPEC (in attendance)	

Apologies:- Sarah Jane Bolton, WHSCT
 Jonathon Hadley, SEHSCT
 Rosemary Wilson, CEC.

Agenda	Action to be taken	Action by
1	<p>Welcome and apologies FW (Chair) welcomed everyone to the meeting. Apologies noted as above. AD recapped the Trust Band 5 representatives and discussion following the importance of having the registrants at the meeting to share their experiences and be involved in Strand 2. Professional Officers to continue to communicate notes and dates of meetings to Band 5 representatives.</p> <p>Rosemary Wilson was unable to attend the meeting and due to work priorities would not be able to attend future meetings. RW had stated she would discuss with Maura Devlin, Director of Nursing, CEC, as to future representation from CEC to this group.</p>	<p>JP to contact SEHSCT representative.</p> <p>AD to contact Maura Devlin</p>
2	<p>Notes of the last meeting: 31 July 2012 Members present agreed the notes of the last meeting held on 31 July 2012 as a true record.</p>	
3	<p>Matters Arising</p> <ul style="list-style-type: none"> ▪ Audit tool AD advised regarding the current amendments being made to the audit tool and future tender specification currently with BSO. Officers agreed that most of the difficulties with the tool had been adjusted. Two minor amendments required. JP will send SMcV information to update Roger Telford. SMcV to liaise with Roger Telford. ▪ <u>QlikView</u> 	<p>JP to send SMcV info and SMcV to liaise with Roger</p>

	<p>AD will arrange with LK to visit to view QlikView. Discussion took place around how QlikView can be used to support dashboards and what HSC Trusts are currently using to incorporate KPI, Patient Centred Care and Safety indicators. It was agreed that LK will check the costings for FW.</p> <ul style="list-style-type: none"> ▪ <u>Agency List</u> AD tabled an Agency List used by all Trusts. ▪ <u>Agency Contact</u> The Steering Group had agreed that a corporate letter would be drafted to the Agencies informing them of record keeping work. The meeting discussed in detail how the Trusts/NIPeC could update/involve them in this work and ensure that information is passed on to agency staff. Following lengthy debate it was agreed in the first instance that there may be more strength to a mandate for a discussion when the Standards are agreed, this could possibly be January/February 2013. It was agreed to table again at the Steering Group and AF to send out letter after Standards set. <p>In relation to Bank Staff, following discussion it was agreed that the Professional Officers meet with Bank Coordinators to discuss the best way forward to ensure Bank Nurses have completed training which includes an element relevant to record keeping. Professional Officers to feedback at the next Strand 2 meeting.</p> <ul style="list-style-type: none"> ▪ <u>Contact with HEIs</u> AD had drafted an invitation letter to the HEIs requesting a meeting with individuals to represent this group. FW to sign today and letter will be sent out later in the week. <p>Following discussion it was agreed that it may be useful if the Professional Officers make contact with students they currently work with to make enquires in relation to record keeping practice. PO's to feedback to the next meeting, prior to meeting with the Universities.</p> <ul style="list-style-type: none"> ▪ <u>Representation CEC</u> Taken under apologies. 	<p>AD to arrange</p> <p>LK to enquire costings</p> <p>To go on agenda of Steering Group</p> <p>PO to meet with Bank Coordinators re: training</p> <p>Letters to HEIs to go out week of 15th October</p> <p>PO to meet with students for feedback and report to next meeting</p>
4	<p>Feedback from Steering Group FW gave a verbal report from the September Steering Group Meeting.</p>	
5	<p>Professional Officer Reports Reports had been previously circulated. AD gave a brief summary of positive outcomes and challenges. It was acknowledged that the Professional Officers were taking action in relation to most of the challenges and other challenges were outside of the scope of influence e.g. staffing levels. It was agreed that identifying and linking with ward 'champions' significantly assisted in sustaining improvement in ward areas.</p>	<p>Professional Officers to encourage champions</p>
6	<p>Evaluation Tools The meeting discussed evaluation tools in detail and the following was mentioned:-</p>	

	<p>Role of Professional Officers Potential to incorporate: self evaluation against the job description; impact to staff; identification of what still has to be done.</p> <p>Tools and processes Suggested small number of focus groups and anecdotal feedback.</p> <p>Recording care at the bedside This component to include feedback from patients/clients/carers – it was agreed that this impact might only be measured after February 2013, when systems were embedded within HSC Trusts. This element is to go back to Steering Group</p> <p>AD to discuss focus group arrangements with Project Officers at their next Supervision meeting.</p> <p>It was suggested that a Professional Officer from NIPEC might be available in-house to help with this evaluation. AD will discuss with GH.</p>	<p>To go on Steering Group Agenda</p> <p>AD to discuss NIPEC Officer's input</p>
7	<p>Sustaining Improvement FW advised colleagues that a proposal to continue the project a further 1 – 2 years was in development. Discussion was held regarding how improvement might be sustained in the wards which have taken part.</p> <p>A proposal to Steering Group was suggested if this work can be linked with KPIs.</p>	<p>Link to KPIs to go on Steering Group Agenda</p>
8	<p>Next Steps AD summarised the next steps.</p>	
9	<p>Any Other Business Discussion with PEFs (on behalf of PECs) AD and Professional Officers met with PEFs on 3 October 2012 to discuss the record keeping in the context of update and also feedback to Mentors. A short summary was provided of this very productive meeting.</p>	
10	<p>Date and time of next meeting: Tuesday 27 November 2012, 1400-1600hrs, venue NIPEC Offices Belfast.</p>	