

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



Friday 27 April 2012, 1330-1530hrs, NIPEC Offices, Belfast

### ACTION NOTE

Present:-	Linda Kelly, Assistant Director of Nursing, SEHSCT, (Deputy Chair)	LK
	Rosemary Wilson, Clinical Education Centre	RW
	Sonya McVeigh, Professional Officer, BHSC	SMcV
	Donna Mills, Professional Officer, SEHSCT	DM
	Paula Boyle, Professional Officer, SHSCT	PB
	Siobhan Shannon, Professional Officer, NHSCT	SS
	Jonathon Hadley, (band 5 user) SEHSCT	JH
	Sandra Hogg, Professional Officer, WHSCT (by teleconference)	SH
	Sarah Jane Bolton, (band 5 user) WHSCT (by teleconference)	SB
	Angela Drury, Senior Professional Officer, NIPEC	AD
Apologies:-	Fiona Wright, Assistant Director of Nursing, SHSCT (Chair)	FW

Agenda item	Action to be taken	Action by
1	<p><b>Welcome and Apologies</b></p> <p>Linda Kelly chaired the first meeting of Recording Care: Evidencing Safe and Effective Care Strand 2 on behalf of Fiona Wright (who sent apologies). Introductions were received from each member of the group.</p> <p>AD gave the background to the Project and updated the group as to current project progress.</p>	
2	<p><b>Terms of Reference and Membership</b></p> <p>AD gave an overview of the Terms of Reference. Following discussion the Strand 2 group Chair agreed the Terms of Reference.</p>	
3	<p><b>Work plan and Training for Professional Officers</b></p> <p>AD provided an overview in relation to the Work plan. This included training for Professional Officers which had already taken place since induction. The work plan was agreed with some amendment in relation to the current approach with the NMC and production of standards for recording keeping. It was also noted that target dates would require to be amended in view of the current individual approaches within trusts in relation to implementation.</p>	AD to make agreed amendments.
4	<p><b>Implementation Plans</b></p> <p>AD provided an overview of the process so far and the proposed way forward for implementation. Discussion held regarding individual Trust Implementation plans and expected progress. It was agreed that AD and Project Officers would work out new timeframes.</p>	AD and POs to work out timeframes for implementation for HSC Trusts.
5	<p><b>Feedback of Audits</b></p> <p>AD gave an update on recent reporting developments for the Professional Officers. Discussion was held regarding the potential use of SharePoint for results in order to support openness and transparency. AD to speak to Anne Witherow in relation to the proposed way forward for the WHSCT.</p>	AD to speak to AW

6	<p><b>Evaluation Tools</b> AD updated the Strand 2 Working Group on recent discussions at the Steering Group and the opportunity in the future to evaluate. Discussion took place in relation to appropriate methods of evaluation for Strand 2. It was agreed that a description of range of processes and tools for evaluation would be sought from Trust R&amp;D staff. Assistant Directors and Professional Officers to check with colleagues within each of the HSC Trust organisations.</p> <p>Once evaluation methods have been described, these should be inserted to point 4 of the work plan.</p>	<p><b>Assist Directors and POs to speak to R&amp;D colleagues re: evaluation methods appropriate to Strand 2.</b></p> <p><b>AD to amend work plan.</b></p>
7	<p><b>NMC Progress towards Standards</b> AD gave an overview of the changes to the proposed way forward for the NMC Standards. Following discussion it was agreed to amend Point 10 in the work plan.</p>	<p><b>AD to amend work plan.</b></p>
8	<p><b>Next Steps</b> LK recapped actions as above.</p>	
9	<p><b>Any Other Business</b> No other business</p>	
10	<p><b>Dates and times of future meetings</b> Tuesday 31 July 2012 at 2.00pm NIPEC offices</p> <p>Future dates:-</p> <p>Tuesday 16 October at 2.00pm HOLD</p> <p>Tuesday 27 November at 2.00pm HOLD</p>	