

Recording Care: Evidencing Safe and Effective Care



Strand 2

27 November 2012, 1400-1600hrs, NIPEC Offices, Belfast

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing Governance, SHSCT	FW
Sandra Hogg, Professional Officer, WHSCT (by teleconference)	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
Michael Davidson, Senior Manager, Clinical Education Centre	MD
Angela Drury, Senior Professional Officer, NIPEC	AD
Linda Woods, Secretary, NIPEC (in attendance)	

Apologies:- Linda Kelly, SEHSCT
 Sarah Jane Bolton, WHSCT
 Jonathon Hadley, SEHSCT

Agenda item	Action to be taken	Action by
1	Welcome and Apologies FW welcomed everyone to the meeting and introductions were held. Michael Davidson, Senior Manager, CEC was welcomed as replacing Rosemary Wilson on the membership of the Strand 2 Working Group. Apologies noted as above. SH joined the meeting by teleconference.	
2	Notes of the last meeting: 16 October 2012 Agreed as a true record.	
3	Matters Arising <u>Band 5 representation</u> Professional Officers from WHSCT and SEHSCT provided a report in relation to the difficulties which were being experienced by Band 5 representatives currently on Working Group Strand 2. It was noted that interventions had been put in place in order for the registrant users to attend the meetings. <u>Representation CEC</u> As recorded above, MD has joined the Strand 2 Working Group. AD had met with Michael to give background and will send previous minutes and agendas for meetings. MD to link with SMcV to look at NOAT. <u>Audit Tool</u> Ongoing issues continue to be resolved with Roger Telford directly through liaison with Professional Officers. SMcV gave current update. Discussion took place regarding the proposal for Strand 2 to carry into the second year. AD mentioned that currently NIPEC are in the process of	AD to send MD previous meeting notes

	<p>agreeing an external arrangement for maintenance and upgrade of the NOAT.</p> <p><u>QlicView</u> AD reported that unfortunately a suitable date has not presented to enable a visit to SEHSCT to meet with LK to view QlicView.</p> <p><u>Agency and Bank Contact</u> Discussion continued regarding Agency/Bank Nurses. AD had emailed all the Workforce Leads in the Trusts regarding the contracts which Trusts enter into in relation to Agency staffing. Workforce Leads to comment back to AD. In addition, an event for all agencies is planned for the New Year, hosted by NIPEC and in partnership with RQIA, which would include the work around Recording Care.</p> <p>AD mentioned that at a previous SG meeting, it was suggested that a letter from the Executive Directors of Nursing be written to Agency/Bank Organisations regarding record keeping – this has not taken place to date, in view of the expected production of the Standards for Record Keeping Practice Document.</p> <p>AD will discuss Agency/Bank Nurses update on record keeping with the Professional Officers at their next Supervision day.</p> <p>in addition, it was recognised that further work may be required in relation to scoping the numbers of bank staff who are currently not Trust employees, other than bank employment. Again this item is to be raised at Steering.</p> <p><u>Student Feedback</u> Professional Officers gave feedback from student nurses working within ward areas currently participating in the Practice Improvement Programme. Very positive feedback from students was noted.</p> <p>Feedback from 3rd year students resulted in the meeting discussing input from Universities and AD informed the meeting that nominations have been provided from the 3 Universities to discuss record keeping and update on same. A meeting date is being sought.</p> <p><u>Evaluation</u> Taken under item 6</p>	<p>AD to contact LK for overview of QlicView</p> <p>AD to raise on Steering Group Agenda</p> <p>AD and Professional Officers Agenda Item</p> <p>Scoping numbers of bank staff to be raised at Steering.</p>
4	<p>Report from Steering Group AD gave a Steering Group report of 5 November 2012 to the meeting. It was discussed that in relation to the PPI evaluation it may be helpful to consider help from R and D colleagues, or</p>	
5	<p>Professional Officer Reports AD had previously circulated the Professional Officer Reports to the Strand 2 Group. AD gave a summary of themes. Staffing issues continued to be a challenge was had a high impact and was ongoing on the ability of the Officers to achieve improvement – in particular staff sickness levels. It was agreed that this element should be raised formally at Steering.</p>	<p>FW to raise issue of staffing at next Steering Group meeting.</p>

6	<p>Evaluation Process</p> <p><u>Roles of Professional Officers</u> AD discussed the potential for evaluation of the role of the Officers. This included self evaluation against the job description and the potential for independent evaluation. AD to discuss potential for same with CE NIPEC.</p> <p><u>Tools and processes</u> AD updated the meeting in relation to evaluation of the tools and resources on the NIPEC mini-website and the use of the NIPEC Online Audit Tool (NOAT), it had been agreed that focus groups would take place within the Trusts to enable feedback. One focus group only in each Trust would take place and a consistent approach would be offered in relation to the way in which feedback was taken.</p> <p><u>Recording Care at the Bedside</u> There was lengthy discussion regarding evaluation of Recording Care at the Bedside and it was agreed that this would possibly be measureable after February 2013. The Steering Group are currently discussing this issue in terms of PPI. To be kept on the agenda.</p>	<p>AD to discuss independent evaluation with CE NIPEC.</p> <p>AD to keep on agenda.</p>
7	<p>Contact with HEIs As under item 3 Matters Arising: Student Feedback.</p>	
8	<p>Sustaining Improvement The meeting discussed how sustaining improvement could be managed. Suggestions included need to embed ways for Ward Managers to continue improvement, professional contribution and feedback from patients. It was recognised that some work may be required in the future in terms of the impact to patient/.client outcomes. SHSCT are currently looking at this work in relation to a research project. KPI bundles were also discussed. Professional Officers to discuss with Ward Sisters to get their suggestions.</p>	<p>Prof Officers to discuss with Ward Sisters.</p>
9	<p>Next Steps AD recapped on the next steps as noted in the actions above.</p>	
10	<p>Any Other Business Discussion regarding MEWs charts in document, however, it was agreed that there were a number of charts which might be included in the document and would not be due to continuation difficulties.</p>	
11	<p>Date and time of next meeting Future dates agreed as Tuesday 15 January 2013 at 2.00pm – 4.00pm and Tuesday 12 March 2013 at 10.00am – 12.00md venue NIPEC.</p>	