

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



Tuesday 31 July 2012, 2.00pm – 4.10pm, Nipec offices

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing Governance, SHSCT (Chair)
Linda Kelly, Assistant Director of Nursing, Safe and Effective Care, SEHSCT
Sandra Hogg, Professional Officer, WHSCT
Paula Boyle, Professional Officer, SHSCT
Siobhan Shannon, Professional Officer, NHSCT
Donna Mills, Professional Officer, SEHSCT
Angela Drury, Senior Professional Officer, NIPEC
Linda Woods, Secretary, NIPEC

Apologies:- Sonia McVeigh
Rosemary Wilson
Jonathon Hadley
Sara Jane Bolton

| Agenda item | Action to be taken | Action by |
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| 1 | Welcome and Apologies FW (Chair) welcomed everyone to the second meeting. FW thanked Linda Kelly for chairing the first meeting on 27 April 2012 in her absence. A round of introductions followed. Apologies noted as above. | |
| 2 | Notes of last meeting: 27 April 2012 Agreed as an accurate record. | |
| 3 | Matters Arising <ul style="list-style-type: none"> • <i>Project Plan Amendments</i> Project Plan amendments (in relation to the removal of the workstream regarding NMC Standards work) were approved at the Steering Group on 15 June 2012. • <i>Implementation Plan</i> Timeframes have been agreed and Gantt charts presented at the Steering Group on 15 June 2012. Professional Officers gave a brief update against the planned activity within their Trust. Professional Officer progress reports had been circulated prior to the meeting. Reports generally positive, issues were agreed to be taken under Point 5 of the agenda. • <i>Audit Result Presentation</i> This was discussed at the Steering Group Meeting on 15 June 2012. Project Officers have been working on a chart presentation style. One single score for each element within the chart will be presented for each HSCTrust organisation. It was intended that a mechanism for reporting scores would be discussed with CNMAC in the autumn. It was suggested that consideration should be given to presenting one regional score to the ExDoNs and CNO before CNMAC. This item to go on the next SG Agenda. | <p>AD to to put this item on the SG agenda</p> |

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| | <ul style="list-style-type: none"> <i>Evaluation Methods</i> It was agreed that this item should be taken under Point 6 on the agenda. | |
| 4 | <p>Feedback from Steering Group Meeting 15 June 2012 AD gave a verbal report to the Group.</p> <ul style="list-style-type: none"> Change in Membership – M Nesbitt retiring and E Hayes standing down. Both members written to. <ul style="list-style-type: none"> Paul Davidson, NIPEC lay Council Member, taking up membership M Devlin has been asked for representation from CEC to the Steering Group. Discussion in regard to Specialist Nurses where there is no standardised format. It is hoped the Standards document will make mention of principles which apply to record keeping of Specialist Nurses. Strand 1 to develop the Standards document. AD to forward FW and LK draft Standards document. Once agreed, the Standards will go out for consultation. Discussion followed regarding the link of the standards document to Trust Policies and Nursing Supervision. Report given from Strand 1 <ul style="list-style-type: none"> Short stay Risk Assessment Tools IPC Abbreviations – this element has been agreed as a further project Care Planning | <p>AD to forward draft Standards document to FW and LK</p> |
| 5 | <p>Report from the Officers including Issues log. The reports from the Officers in relation to Strand 2 were circulated on Friday 27 June 2012 to the Group to provide an opportunity for comment from members. The main issues were:</p> <ol style="list-style-type: none"> Audit Tool difficulties – based on the required amendment of the Tool and IT issues in-house (HSC Trust). It was hoped that Professional Officers and AD would meet with Roger Telford to discuss audit tool issues. LK mentioned QLICVIEW and Share Point currently being used in the Trusts. AD will raise the issue of comparability with the systems. AD will visit LK to view their system during the autumn. Staff shortages, sickness and agency staff were a recurrent difficulty. It was raised that agency and bank staff did not appear to be aware of the improvement methodology and the new document in place. A number of solutions were offered to assist with such difficulties including: <ol style="list-style-type: none"> A letter from the ExDoNs to agencies which could be circulated to individual registrants working for agencies identifying the need to stay up-to-date with the recent developments in record keeping in nursing. The letter should include an online/intranet link to the record keeping resources. WardSisters/Charge Nurses should be aware of the responsibility to ensure that all staff are aware of improvements in practice being made within the ward areas and should raise any concerns with the members of staff concerned. Professional Officers to collate approved HR list of agency organisations from the Trusts. | <p>AD to raise comparability with Roger Telford AD to visit LK</p> <p>Professional Officers to collate HR List of Agency and Bank organisations</p> <p>AD to discuss with AF (Chair) Steering Group</p> |

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| | <p>d. AD to discuss this with AF (Chair) Steering Group for approval.</p> <p>e. It was suggested it may be useful for NIPEC to hold a workshop for engagement with key agencies in Northern Ireland.</p> | |
| 6 | <p>Evaluation Tools</p> <p>AD lead discussion regarding evaluation of the work to date in the two Strands. Strand 1 to evaluate the nursing assessment and plan of care document and Strand 2 to evaluate the Practice Improvement Programme. Some debate around inclusion of the patient perspective took place. It was agreed that this item should be put on the agenda for the next meeting. Key areas for future discussion included evaluation of:</p> <ul style="list-style-type: none"> • Role of Professional Officers • Tools & process • Recording Care at the Bedside component to include feedback from patients/clients/carers | AD to keep on Agenda for next meeting |
| 7 | <p>Sustaining Improvement</p> <p>Discussion was held around the challenges of sustaining improvement within the clinical areas. It was noted that the last module of the Practice Improvement Programme included a reflection activity which focuses on the change process and the improvement made and encourages the teams to think about how they might sustain change. The group discussed how supervision sessions, the online audit tool, dash boards, Development of Standards might assist. It was agreed to keep this item on the agenda for further discussion.</p> | AD to keep on Agenda for next meeting |
| 8 | <p>Next steps</p> <p>AD recapped on the next steps as noted above.</p> | |
| 9 | <p>Any Other Business</p> <ul style="list-style-type: none"> • Discussion re: pre-registration nursing programmes. This issue had been raised by some of the Professional Officers – mainly in relation to what is being taught in pre-reg courses around record-keeping and reports from students within the clinical settings. Following discussion it was suggested that AD write to Linda Johnston, Owen Barr and Donna Gallagher for discussion/sharing of information with Asst Dir of Nursing. <p>As Donna Mills Pro Off NIPEC is leaving the Post and finishing 10th August 2012, FW recorded the Group's thanks and wished Donna well for the future in her new post.</p> <p>Rosemary Wilson had requested future dates as she would be unable to attend the November meeting. Given the ToR of the Group were participative, following discussion, FW asked AD to write to CEC via Rosemary and ask for a decision around future representation either alternate or another representative who could attend all meetings.</p> | <p>AD to write to L Johnston, O Barr and D Gallagher to share information with Assistant Directors</p> <p>AD to write to CEC for representative</p> |
| 10 | <p>Date and time of next meeting</p> <p>Tuesday 16 October 2012 at 2.00pm venue NIPEC.</p> | |