

Recording Care: Evidencing Safe and Effective Care

Strand 2

Wednesday 2nd July 2014, Ashleigh Suite, Ballyearl Leisure Centre, 11:30 – 13:30 hrs

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing Governance, SHSCT (Chair) FW
 Sonya McVeigh, Nurse Development Lead, BHSCT SMcV
 Roisin McSwiggan, Lead Nurse Governance, 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:-
 Wendy Cross
 Linda Kelly
 William Delaney

| Agenda item | Action to be taken | Action by |
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| 1 | Welcome and apologies FW welcomed everyone to the meeting. Introductions were taken for new members. It was noted that Fiona Bradley was attending the meeting in an advisory capacity from CEC, in her role within the Maternity Support Worker preparation programme. Apologies received as above. | |
| 2 | Notes of the last meeting: 12th May 2014 Notes of the meeting held on 12 May 2014 were agreed as a true record. | |
| 3 | Matters Arising New membership of Working Group It was noted that FW had attempted to access further membership to the group from SHSCT, however to date attempts had proven unsuccessful. Update from HCSW Project. AD advised that she had a conversation with the project lead in NIPEC, Cathy McCusker in relation to this project. Subject matter relevant to the work stream being taken forward by Strand 2 was identified and discussed. | |
| 4 | Health Care Support Worker Record Keeping Practice - Competence to Record and Potential Framework At this point in the meeting AD took members through a draft competence profile for record keeping practice. a number of elements were agreed and would be incorporated in the future iteration of the package which would be developed for discussion at the | AD to develop package from work of the meeting. |

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| | <p>next meeting.</p> <p>It was agreed that members would then test the package with current HCSW colleagues and others and feedback in September.</p> | All. |
| 5 | <p>Any Other Business</p> <p>AD reviewed next steps.</p> | |
| 6 | <p>Date and time of next meeting:</p> <p>Wednesday 6th August 09:30 – 11:30 hrs, NIPEC Offices, Belfast.</p> | |

DRAFT