

Recording Care: Evidencing Safe and Effective Care

Strand 2

Monday 31st March 2014, Meeting Room NIPEC Offices, 9.30-11.30 hrs

ACTION NOTE

Present:- Fiona Wright, Assistant Director of Nursing Governance, SHSCT (Chair) FW
 Jane Patterson, Patient Safety Officer, SEHSCT JP
 Sonya McVeigh, Nursing Development Lead, BHSCT SMcV
 Siobhan Shannon, Project Officer, NHSCT SS
 Angela Drury, Senior Professional Officer, NIPEC AD
 Moira McCusker, Nurse Education Consultant, CEC MMcC
 Linda Kelly, Assistant Director of Nursing, SEHSCT (teleconference) LK
 Wendy Cross, Lead Nurse, Governance and Performance, WHSCT (Tele)WC

Apologies:-

Agenda item	Action to be taken	Action by
1	Welcome and apologies FW welcomed everyone to the meeting and introductions were held for the purposes of those on teleconference.	
2	Notes of the last meeting: 18 February 2014 Notes of the last meeting were agreed as a true record.	
3	<p>Matters Arising</p> <p><u>Contact with HEIs</u> FW informed members that an initial date 3rd April was sent to partners and one response was received back. Further date was trawled for - 29th April and this meeting will now convene for a dual purpose – to discuss the resources of the project and also the new approach intended to be taken towards care planning. So far representation has been agreed for OU and QUB – Ulster has indicated they are willing to attend also, representative to be agreed. FW asked that AW be a part of the meeting 29th April in her capacity as Chair of WG S1. AD to raise this with AW.</p> <p><u>Feedback from Contacts</u> Feedback taken from members who had contacted individuals within HSC Trusts in relation to the HCSW role and record keeping practices.</p> <p>C Harney, SHSCT – record keeping practice monitored and supervised by delegating therapist. HCSW staff aligned to Allied Health Professionals (AHP) do attend training on record keeping in CEC. There did not however appear to be a robust audit tool in use by AHP staff at present.</p> <p>AD – Meeting with Sarah Browne at SEHSCT convened for beginning of May following initial conversation with NISCC and sign posting to Sarah</p>	AD to invite AW to meeting with HEIs.

	<p>Browne. <u>Future Workshop</u> FW discussed with group the potential for work to be culminated in time for workshop which was identified for 30th May 2014. It was agreed to postpone the workshop until September to allow further engagement with wider stakeholders. Debate ensued in relation to the stage at which the construction of the new code for HCSW staff was at present, acknowledging that this element would have a bearing on any guidance provided. AD to check with CMcC in relation to any potential papers released from the project which could be shared. FW and LK to speak to respective workforce leads and HR representatives in Trusts to gather information on current stage of project in HSC Trusts. WC to speak to WHSCT Hr representative.</p> <p><u>Terms of Reference and Membership</u> AD tabled renewed terms of reference. Following debate in relation to the nature of the work that Strand 2 Working Group would be taking forward in the future, it was agreed to make further amendments to the Terms of reference specific only to the work of the HCSW role. Membership of the group would also be reviewed – new membership sought from BHSCT, NHSCT and SHSCT via existing members. WC also to ask for representation from HCSW Forum in WHSCT. BHSCT – representation from Acute and older persons in-patient care SEHSCT – mental health NHSCT – community and governance</p>	<p>AD to discuss with CMcC.</p> <p>FW to consult LF and HR rep SHCT</p> <p>LK to consult SMcR and MW WC to speak to HR rep WHSCT.</p> <p>AD to redraft ToR</p> <p>Allocated members to take forward nominations for new members of WGS2 WC to take forward.</p>
4	<p>Health Care Support Worker Record Keeping Practice Members had attempted to access information in relation to this item. Material brought was reviewed and a way forward for laying out this information was discussed. Ad outlined that from the origin of the meeting with CNO and the EDoNs the issue sent back for description could essentially be divided into three elements:</p> <ul style="list-style-type: none"> • Description of competence description • Description of preferred method of preparation • Description of monitoring of ongoing competence. <p>It was debated and agreed that any ‘framework’ should mirror that which was already in existence for registrant staff i.e. mirroring appraisal and supervision systems for reviewing competence.</p> <p>AD to describe competence draft for next meeting working of the ‘First Steps’ competence statements and the existing competence profile for registrants within the recording care resources.</p>	<p>AD to describe initial competence outline for next meeting.</p>
5	<p>Any other Business AD to construct presentation for beginning of next meeting to outline work so far for new members.</p>	<p>AD to present work so far next meeting.</p>
7	<p>Date and time of next meeting Monday 12th May 2014, 9.30am – 11.30am, NIPEC offices Belfast</p>	