

## Recording Care: Evidencing Safe and Effective Care

### Strand 2

12 March 2013, 10.00 12.00hrs

## ACTION NOTE

**Present:-**

Fiona Wright, Assistant Director of Nursing Governance, SHSCT (Chair)	FW
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
Liz Campbell,	LC
Sandra Hogg, Professional Officer, WHSCT (teleconference)	SH
Angela Drury, Senior Professional Officer, NIPEC	AD
Linda Woods, Secretary, NIPEC (in attendance)	

**Apologies:-** Linda Kelly, Liz Campbell attending on her behalf  
Band 5 BHSCT

Agenda item	Action to be taken	Action by
1	<b>Welcome and apologies</b> FW welcomed everyone to the meeting and introductions were held for the purposes of SH teleconferencing in. Apologies from Linda Kelly and to note that Liz Campbell is attending on her behalf.	
2	<b>Notes of the last meeting: 27 November 2012</b> Agreed as a true record.	
3	<p><b>Matters Arising</b></p> <p><b>Qlic View</b> LK and AD have not met to date to have an overview of Qlic View. LC informed the meeting that Qlic View is officially commencing in the SEHSCT tomorrow and will include KPIs NIPEC Audits and Infection PC as a corporate tool on the Dashboard. Following discussion it was agreed that LC will suggest to LK the value of the SEHSCT demonstrating <b>this with the Strand 2 members</b>. To keep on agenda</p> <p><b>Agency and Bank Contact</b> Agency event was run in January with a fairly good attendance. AD to arrange a meeting with Kathy Fodey, Director of Nursing, RQIA, to raise issues regarding the Standards document. AD reported that 9 agency/bank members had attended and asked regarding update/refresh sessions to take place <b>maybe every couple of years</b>. The agency/bank staff to cascade information to staff on their books.</p> <p><b>Staffing Issues</b> Steering Group has been made aware that staffing issues continue to impact the pace of change within the project structure. No actions have been recommended at this stage, it is hoped that a decision will be made</p>	LC to discuss with LK

	<p>by March 13 early April 13. FW recognised the professional officers significant contribution in the improvements made and it would be important not to lose momentum.</p> <p><b>Independent Evaluation of the Role of the Officers</b> AD reported that Fiona Bradley, Professional Officer, NIPEC has been organising Focus Groups in the Trusts, she encountered some difficulty getting staff released.</p> <p><b>Focus Groups</b> Focus Groups have taken place in each of the HSC Trusts. AD collating the information for the final report which is due end of March 13.</p> <p><b>Feedback from Ward Sisters/Charge Nurses - Sustaining Improvement</b> Project Officers had spoken with Ward Sisters and Charge Nurses in their respective HSC Trusts to determine suggestions for sustaining improvement in relation to record keeping. <i>Feedback given that contingency plans for reporting mechanisms are in place for SHSCT. Indicators already described in WHSCT. NHSCT/SEHSCT joining in with KPI for auditing.</i></p>	
4	<p><b>Report from Steering Group</b> FW provided a report from last Steering Group meeting held on 13 February 13. Following feedback and further discussion on the Recording Care Document FW and AW had made changes following discussions with staff and FW agreed to circulate to the Strand 1 Group on a confidential basis and not for sharing. AD to send reminder for feedback on Health Care Support Workers countersigning.</p>	FW to circulate final draft - not for circulation AD to send reminder
5	<p><b>Professional Officer Reports</b> AD had collated the Professional Officer Reports and gave feedback to the meeting. The Reports maintain the issues and challenges in relation to firewalls at NHSCT, movement of staff, sickness and competing priorities.</p> <p>Following discussion AD reported that a meeting was held with Alan Finn, Glynis Henry and the Assistant Directors in the Trusts to discuss the objectives of the Recording Care Project and Phase 2 was to moved into Mental Health and Learning Disability. It has been agreed that it would best suit if Phase 2 moved into 3 areas i.e. Acute Mental Health, Paediatrics and Acute Learning Disability. The Acute document may be a best 'fit' and to look at electronic records.</p> <p><i>Following feedback and further discussion, it was agreed that some officers would check Red Book sections in their Trusts.</i></p>	
6	<p><b>Evaluation Process</b> Evaluation for Strand 2 - grid was tabled. Discussion was held around how to get patient/client feedback. FW agreed to include this issue at the 10,000 voices - nursing questionnaire Workshop. The self evaluation of Project Offices proved that offices work above and beyond the job descriptions.</p>	FW to put on Workshop Agenda
7	<p><b>Contact with HEIs</b> FW reported on a meeting which was held with HEI staff on 14 February</p>	AD to circulate

	<p>2013 and a note of the meeting will be provided. This was a very productive/constructive meeting. Streamlining agreed - Theme Pod Cast on site</p> <ol style="list-style-type: none"> <li>1. Seminars - SHSCT have agreed</li> <li>2. Training Session to provide information to undergraduates</li> <li>3. Professional Officers at WHSCT and BHSCT - Audit Tool</li> <li>4. AD Susan Carlisle spoken with Kevin Gormley</li> </ol> <p>To keep HEIs updated regarding Phase 2 and to circulate the final record to them.</p>	meeting note
8	<p><b>Sustaining Improvement</b></p> <p>FW recapped on earlier discussions regarding sustaining improvement and noted that each Trust has an Action Plan. The Project Phase 1 is due to end 30 March and the next Steering Group meeting will be in April 13. During Phase 2 the Project Officers will be reporting through a different mechanism.</p> <p><i>Lobbying formally KPI</i></p> <p><i>Phase 1 Trust Board</i></p>	
9	<p><b>Next Steps</b></p> <p>AD recapped on the next steps to be taken:-</p> <p><i>Qlic View</i></p> <p><i>Health and Social Care Workers countersignature reminder</i></p> <p><i>Regional document sent to Officers confidentially</i></p> <p><i>Crossover EDep organised</i></p> <p><i>24 hour document</i></p>	
10	<p><b>Any Other Business</b></p> <p>FW drew the attention of the Working Group that this was the last meeting for both Paula, SHSCT and Jane Patterson, SEHSCT in their formal role of Professional Officers with the Recording Care Project. FW thanked Paula and Jane for their contribution, enthusiasm, dedication and imaginative working in their role and wished them all the best for the future.. AD also added a thank you to the all the Professional Officers, during their time on the Project and said it had been a priveledge and pleasure to work with them during one of the most challenging Projects and she was proud of the professional growth each of them had made.</p> <p><b><i>FW to produce short guidance document for each ward covering risk assessments and expectations i.e. principles in the SHSCT mapped some issues short, snappy, high level.</i></b></p>	
11	<p><b>Date and time of next meeting</b></p> <p>Thursday 9 May 2013 at 1.30-3.30pm venue NIPEC. Linda to make contact with FW's secretary Wendy to set up future meetings on a 6 weekly basis following 9 May meeting.</p>	Linda to contact Wendy to set up future dates