

## ***Recording Care: Evidencing Safe and Effective Care***

### ***Strand 2***

**NIPEC Offices, Belfast.  
29<sup>th</sup> April 2014.**

### **AGENDA**

1. Welcome and Introductions
2. Review of meeting February 2013.
3. Completion of Phase 1 and commencement of Phase 2 Recording Care
4. Potential actions from production of outputs Phase 1 and 2:
  - Regional Person Centred Nursing Assessment and Plan of Care Document
  - Standards for Person Centred Record Keeping Practices
  - Improvement Methodology
  - HCSW Record Keeping Practice
  - Care Planning
  - Abbreviations
5. Next Steps
6. Close

#### **Actions:**

1. Representatives from HEIs to share information from update session in NIPEC with Senior staff. To explore potential for embedding learning in relation to audit and improvement processes, use of NIPEC Online Audit Tool (NOAT), new document and care planning (post pilot and review) into curriculum across three years of preparation. To send response to Angela Drury (AD) NIPEC by 16<sup>th</sup> June 2014.
2. Questions to be asked:
  - Is there for potential for this to take place?
  - What mode of communication would be most useful for HEI staff to learn of the processes in order to pass on the information? E.g. podcast, awareness sessions, training sessions.
3. AW to circulate the latest version of the Regional Person Centred Nursing assessment and Plane of Care (RPCNAPC) document.
4. HEI staff also to test the care planning concept with other teaching staff.
5. HEI staff to form an Expert Reference Group for the purposes of moving forward with the Recording Care Project – in order to provide information and also be informed – two way communication with project groups, particularly in light of e-record proposals.