

**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL  
FOR NURSING AND MIDWIFERY**

**PROJECT STEERING GROUP  
REGIONAL CAREER PATHWAY GOVERNANCE GROUP**

**First Meeting Friday, 27 May 2016 at 10.00am**

**Attendance**

Nicki Patterson, SEHSCT (Chair)	NP
Lynne Charlton, PHA	LC
Dawn Ferguson, SHSCT	DF
Donna Gallagher, OU	DG
Loretta Gribben, NI Hospices	LG
Breedagh Hughes, RCM	BH
Allison Hume, NHSCT	AH
Linzi McIlroy, RCN	LMcl
Cathy McCusker, NIPEC, (Project Lead)	CMc

**Apologies**

Rita Devlin, RCN  
Lynn Fee, SHSCT  
Brendan McGrath, WHSCT  
Maura McKenna, Regional Trade Union Forum  
Heather Monteverde, MacMillan

**Action Notes**

<b>Item No</b>	<b>Notes</b>	<b>Action by CMcC unless otherwise recorded</b>
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>Nicki Patterson welcomed everyone to the meeting, this was followed by introductions. Michael Davidson was unable to attend this meeting to work-shadow Donna Gallagher as intended; he would however be welcome to attend a future meeting.</p> <p>Breedagh Hughes advised that she was also representing Maura McKenna at this meeting.</p>	

	<p><b>Apologies</b> Noted as above.</p>	
<p><b>2</b></p>	<p><b>Purpose of this Group</b> The circulated “Governance Structure and Arrangements” paper was reviewed and the following amendments were agreed: Page 1. Para 2 remove <b>with</b>; insert in <b>Draft Terms of Reference</b> Appendix 1:</p> <ul style="list-style-type: none"> <li>• Revise purpose, remove <b>implementation</b>; insert <b>promotion &amp; contents</b></li> <li>• Revise the following numbered bullets so they focus on:             <ol style="list-style-type: none"> <li>1. Promotion of website</li> <li>2. Maintain currency</li> <li>3. Update with anything new; twice yearly scan, gaps or advise group if anything new.</li> </ol> </li> <li>• Bullet 4. Clarify what relevant Lead means</li> </ul> <p>It was agreed that Cathy McCusker and Donna Gallagher would develop a template which would be sent out to Group members in advance of each meeting so they could review the website and advise of any updates, gaps, new developments, items no longer current etc. Cathy to circulate this to Group members, once developed, for content. Nicki advised Group members that they were responsible for promoting the website within their organisation and to those they represent. Nicki requested that the template should be completed by group members or returned as “Nil Return”.</p> <p><b>Membership of the Group</b></p> <ul style="list-style-type: none"> <li>• Include feeding information obtained from individual organisation and feed this back into this Group</li> <li>• It was agreed that the Group could come together for an extraordinary meeting if a career specific pathway was developed outside the six monthly agreed meetings. This meeting could be held virtually.</li> <li>• Keep quorum of 50% but this can be by sending comments in advance of meeting and includes participation virtually</li> <li>• Remove membership of Group non transferrable</li> </ul> <p><b>Membership</b> Nicki asked about including UNISON on the Group. Cathy advised that Maura McKenna is representing the Regional Trade Union Forum. It was agreed that Patients/Public should be involved when</p>	<p><b>CMcC/DG</b></p>

	<p>career specific pathways are being developed and this should be included in the template for insertion of the pathway onto the web-site.</p> <p>Include representation of Nursing Assistants and Maternity Support Workers on the Group as this would be a pathway to be included in the future. Breedagh, Linzi and Maura to seek nominations.</p> <p>Loretta Gribben advised that she was representing the four Hospices not just NI Hospice; Cathy to update membership re this. Heather Monteverde to confirm if she is representing MacMillan or Long-Term Conditions Alliance.</p> <p><b>Governance Structure Diagram</b></p> <p>Cathy to amend the diagram to reflect point 7 in the paper, that is, NIPEC and the Group on one line both feeding into CNO.</p>	<p><b>BH/LMcl/MMcK</b></p>
<p><b>3</b></p>	<p><b>Any other business</b></p> <p>Alison Hume advised that the child protection nurse specialist post is now not in line with the CNO position that only CNS with Specialist Practice Qualification (SPQ) can use the Specialist Nurse title. NIPEC to Quality Assure (QA) the website for all Specialist Job descriptions and remove those that do not have NMC recordable SPQ.</p> <p>It was agreed that the work on the Consultant Nurse and Midwife Role would be included on the website. In preparation for this a page could be developed which would highlight the Advanced Nurse Practitioner role and link to the DHSSPS website for the framework.</p> <p>Revise the words under construction to currently being developed which would indicate work being done on them.</p>	
<p><b>4.</b></p>	<p><b>Future Meeting Date and Time</b></p> <p>Next meetings early December 2016 and mid June 2017. Donna and Loretta offered their premises and tele/video conference facilities for future meetings if necessary.</p> <p><b>Post meeting</b></p> <p>The dates for the next two meetings of the Regional Career Pathway Governance Group will be held on: <b>Thursday 8 Dec at 2 pm, Second Floor, NIPEC &amp; Thursday 15 June at 10 am, Second Floor, NIPEC</b></p>	