

**Regional Collaborative for NI Action Plan:
Strengthening the Commitment for Learning Disability Nursing**

**Meeting 26th November 2014 @ 2.00pm
Meeting Room, NIPEC, 2nd Floor, Centre House, 79 Chichester Street,
Belfast BT1 4JE**

In attendance

Dr Glynis Henry, CEC, Chair, (GH)
Maurice Devine, DHSSPSNI, (MD)
Frances Cannon, NIPEC, (FC)
Owen Barr, UU, Teleconference Call, (OB)
Sarah Boyd, Student, QUB, (SB)
Olivia Boyda, WHSCT, (OB)
Eileen Dealey, WHSCT, Teleconference, (ED)
Peter Griffin, QUB, (PG)
Lorraine Kirkpatrick, FSHC, (LK)
Denise Martin, PHA, (DM)
Michael McBride, BHSCT, Teleconference Call, (MMcB)
Wendy McGregor, RQIA, (WMcG)
Bryce McMurray, SHSCT, Teleconference Call, (BMcM)
Gordon Moore, SEHSCT, Teleconference Call, (GM)
Donna Morgan, NHSCT, (DM)
Siobhan Rogan, RQIA, (SR)
J P Watson, FSHC, (JPW)

Apologies

Anne Campbell, RCN, (AC)
Carol Cousins, FSHC, (CC)
Molly Kane, PHA, (MK)
Esther Rafferty, BHSCT, (ER)
Siobhan Rogan (RQIA)

Agenda Item	Notes & Action	Person Responsible
1.	<p>Welcome and introductions</p> <p>Glynis Henry welcomed: Sarah Boyd QUB pre reg. student who has joined the group. Wendy McGregor now representing RQIA instead of Siobhan Rogan</p> <p>a) Minutes of last meeting reviewed – amend to reflect Denise Martin (PHA) in attendance b) Communication strategy and TOR; no comments within agreed time frame – therefore accepted and finalised documents will be sent to collaborative members</p>	FC

2.	<p>Matters Arising</p> <p>Education Workforce Lead nomination: GH to write to ExDoN requesting a nomination of one Education & Workforce Lead representing the five HSC Trusts to sit on the group</p> <p><u>Pre Registration Student</u> Sara Boyd QUB in attendance to be included in circulation list.</p> <p><u>Post Registration Student</u> OB to discuss with Rachel McMaster WHSCT regarding attendance to represent post – reg students. OB will feedback to FC.</p> <p><u>ARC</u> GH and MD have a meeting arranged with ARC to explore service user engagement in implementation of NI StC Action Plan.</p>	<p>GH</p> <p>FC</p> <p>FC</p> <p>GH/MD</p>
3.	<p><u>Information Seminars</u></p> <p>To date one seminar has been facilitated by MD & GH in SEHSCT which was well attended, invites were sent by the Trust to the Ind/Vol Sector; however it seemed from attendance on the day that they were unable to attend. Seminars are arranged for each Trust. Trusts encouraged to invite representatives from Independent/Voluntary Sector organisation within their local areas</p> <p><u>Action</u> When information seminars completed MD and FC to compile a brief summary Report.</p>	<p>MD/FC</p>
4.	<p><u>LD Workforce Scoping Tools</u></p> <p>MD reminded the group why we are carrying out this scoping exercise i.e. scoping is:</p> <ul style="list-style-type: none"> • linked to wider UK recommendations within the StC report • identified within NI Action Plan as a means of informing our decision making <p>NMC has been contacted regarding what information it can provide relating to LD workforce in NI.</p> <p>Glynis Henry asked for initial feedback relating to the three Scoping tools which had been circulated.</p> <ol style="list-style-type: none"> 1. Trust Scoping Tool 2. Nursing Home Scoping Tool 3. Voluntary Sector Scoping Tool <p><i>Initial feedback :-</i></p> <ul style="list-style-type: none"> • Generally acceptance that there is a need for the three scoping tools due to the different nature of the services 	<p>Noted</p>

	<ul style="list-style-type: none"> • Trust Scoping Tool: add column to gather data relating to LD nurses working in statutory supported living. • Each scoping tool to be revised to capture name of organisations and name of person providing information and contact details • Each organisation will only complete scoping tool relevant to their organisation • Range of age bands should be extended above 50/55+ and FC to check age bands used in DHSSPS/NIPEC workforce review. • Possibly need a scoping tool for ‘Agencies’ who have LD nurses on their books. • Letter of introduction including a preamble setting the strategic context to accompany scoping tool when it is being issued. • RQIA’s contribution would be required to assist in informing the dissemination process for the Independent/voluntary sector organisations. <p><u>Action</u> Scoping tool to be reviewed/considered by the members and amendments/comments returned by 3 weeks hence 17th December to FC.</p> <p>MD and FC to link with JPW and LK to enable the refinement of the tool to reflect needs of Independent/Voluntary Sector organisations.</p> <p>FC/MD will link with WMcG regarding support from RQIA in distribution to ind/vol sector</p>	<p>FC</p> <p>FC</p> <p>ALL</p>
<p>5.</p>	<p><u>UK Initiatives Presentation</u></p> <p>FC gave presentation on StC Steering Group & UK initiatives being taken forward from other 3 countries - presentation attached.</p> <p>Discussion centered on model used in other 3 countries i.e. establishment of local implementation group.</p> <p>Members agreed that Trusts may if they wish establish local implementation groups to progress actions/initiatives at a local level; however, there was strength of opinion that there is a need to ensure consistency across organisations particularly when gathering information/outcomes for progress report.</p> <p>It was noted that Anne Campbell has been replaced by Laurence Taggart as the RCN LD Representative. It was agreed by the group that the RCN LD nursing forum should be re-established and Laurence would play a key role in progressing this action.</p>	

	<p>There was discussion regarding what NI could contribute to StC Annual conference which is planned for June 2015 in Leeds.</p> <p>It was recognised that there are developments happening in practice which could be aligned to StC although arguably not driven by StC</p> <p>Peter Griffin and Maurice Devine noted that plans are in place to host a joint CEC/RCN NI LD Conference 4th March 2015</p> <p><u>Action</u> Laurence Taggart to be invited to become a member of the group.</p>	<p>FC</p>
<p>6.</p>	<p>Recording Care Presentations (Angela Drury, SPO, NIPEC)</p> <p>Angela Drury gave overview of all NIPEC Recording Care Project Phase 1 and how it is moving into phase 2 which incorporates development of LD nursing documentation.</p> <p><i>Discussion</i></p> <p>A sub group of LD Senior nurses is advising the NIPEC LD work stream with nominations from the 5 HSC Trusts.</p> <p>Concerns were voiced regarding the number of assessment tools and documentation already in use within the HSC Trusts.</p> <p>It was acknowledged that LD nurses work within integrated MDT teams, which has led to the use of different documents/nursing assessment tools in practice.</p> <p>The aim of the Recording Care Project is to move toward a standardized/core regionally agreed LD nursing assessment care planning document; following some discussion the aim of the project was endorsed by the group.</p> <p>Angela Drury queried the inclusion of the Health Equalities Framework (HEF) as an outcome tool within the LD nursing document. Angela requires a confirmed decision by January 2015.</p> <p>Michael McBride advised that BHSCT supported by PHA was planning to become a pilot site for the use of the HEF.</p> <p>It was agreed that outcomes tools do need to form part of the LD nursing documentation and is in keeping with recommendations of StC</p> <p>It was noted that there was some concern that HEF was the right outcome tool for use:</p> <ul style="list-style-type: none"> • How can it be integrated into nursing documents • Are there any other outcome tools available • Are we convinced that HEF is the right tool <p>MMcB advised that the UK LD Nurse Consultants were visiting BHSCT on 14th January to meet with staff who are involved in the HEF pilot.</p>	

	<p><u>Actions</u></p> <p>1) Consider in more detail the use of the HEF and any other outcomes tools available before a definite decision is made</p> <p>2) GH as chair to contact Molly Kane and establish the PHA Plans regarding the implementations of HEF</p> <p>3) Maurice Devine via DHSSPS to explore funding to support the LD Nurses to come to NI to give a demonstration of HEF and how it is integrated into nursing documentation, although it may be possible to combine this activity when NC's are visiting BHSCT (see below)</p> <p>4) Query using the BHSCT date to meet LD Nurse Consultants</p> <p><i>Noted 3.30pm – Owen Barr left the meeting</i></p>	<p>ALL</p> <p>GH</p> <p>MD</p> <p>FC</p>
7.	<p><u>Communiqué</u></p> <p>FC to develop one page Communiqué regarding what has happened to date for dissemination</p> <p><u>Action</u> FC to develop Communiqué</p>	<p>FC</p>
8.	<p><u>Steering Group Meetings</u></p> <p>FC asked if she should continue to represent NI on the UK steering group in light of establishment of NI Collaborative</p> <p>Action: MD to ask CNO – DHSSPS what is the preferred arrangements. GH to write formally to DHSSPS</p>	<p>FC</p> <p>GH</p>
9.	<p><u>One Year on StC Conference 2015</u></p> <p>Noted that members should consider possible NI contributions</p>	<p>ALL</p>
10.	<p><u>Date and Time of Next Meeting</u></p> <p>27th January 2014 @ 2.00pm - venue to be confirmed</p>	<p>FC</p>