

**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL FOR NURSING AND
MIDWIFERY (NIPEC)**

Development Framework for Nurses and Midwives

**Minutes of the Project Board Meeting held on Wednesday 7 April 2004 at 2.00 pm
in the Council Room, NIPEC, Centre House, 79 Chichester Street, Belfast.**

Present

Mrs M Griffith (Chair)	Mrs B Coyle (CPHVA)
Miss P Blaney (CE)	Mr B McGrath (SPO, NIPEC)
Ms J Cairns, HRD (DHSSPS)	Mrs B Bradley (PO, NIPEC)
Mrs E Madden (Midwife Rep), UCHT	Miss L Barrowman (SPO, NIPEC)
Mrs M Waddell (EHSSB)	Dr T McCance (SPO, NIPEC)
Ms J Smyth (DHSSPS), NMAG	Mrs L Woods (Notes)
Mrs C McCusker (Project Manager, NIPEC)	Mrs J Doyle (Notes)
Mrs M O'Hare (NIPEC Council Lay Member)	
Ms M Mallon, HRD (Royal Group of Hospitals)	
Mr J Mone, Director of Nursing (Craigavon Hospital HSS Trust)	
Mrs M Gordon (LHSCG), Rep Causeway Trust)	
Ms Siobhan Rooney (S&EBT) Nurse Rep	

In attendance

Mr Edmund Thom (Head of Corporate Services NIPEC)
Sharon McCreilly, Staff Nurse, Craigavon Area Hospital shadowing Dr Tanya McCance for the day.

1.0 Apologies

Mrs Irene Duddy (Altnagelvin Hospital Trust)	Miss Breedagh Hughes (RCM)
Ms J Montgomery (ICHP)	Professor H McKenna (UU)
Professor J Orr (QUB)	Professor M Hanratty (BMC)
Professor M Bradley (RCN)	
Mr S Hodgkinson (C.E. Rep), CSA	
Professor B McCormick (Nurse Rep Royal Hospital Trust)	
Mrs D Van der Lenden (SHSSC)	
Ms Martina O'Neill (Nurse Rep), Down & Lisburn Trust	

Mrs M Griffith welcomed everyone to the meeting and introduced Jacqueline Doyle (Secretary for Development Framework). She also welcomed Mr Edmund Thom (Head of Corporate Services NIPEC) and Sharon McCreilly to the meeting. Mrs Griffith then informed the members that bound copies of the Project Document would be distributed during the meeting.

ACTION

2.0 Notes of Previous Project Board meeting of 11 February 2004

The notes of the previous meeting held on 11 February 2004 were agreed as an accurate record with one amendment. Maria O'Hare was present at the meeting and her name was not noted.

3.0 Development Framework Definitions

At this point Mrs M Griffith invited Mrs Cathy McCusker Project Manager to give a short presentation on the Development Framework. Copies of the presentation slides were given to all members.

After the presentation Cathy asked for feedback and questions regarding the content of the presentation. Points were made and noted and overall the presentation was agreed as suitable for Nurse Employers and Managers. The presentations for the public and nurses and midwives in general are in the process of being developed.

4.0 Project Progress Update

- (a) Miss Paddie Blaney, C.E (NIPEC) distributed a Project Group Report for comment. It was agreed that copies of the Project Group Reports will be forwarded to all Project Board members prior to all meetings. For more details of Project Group progress please refer to the Progress Report of 7 April 2004.

(i) Commissioned Projects

To date 3 applications are being considered, regarding the 2 commissioned research projects.

- An exploration of innovative nursing and midwifery roles within Northern Ireland's HPSS. (Received 2 applications).
- An evaluation of approaches to assess nursing and midwifery performance. (Received 1 application).

The evaluation panel will meet on 20 April 2004.

(b) Project Managers Report

Cathy McCusker Project Manager handed out copies of the Project Manager's report and it was agreed future reports would be distributed to all members before meetings. Please refer to Project Manager's Report of 7 April 2004 for more detail.

5.0 Project Evaluation

At this point Mrs Maureen Griffith invited Mr Edmund Thom Head of Corporate Services (NIPEC) to speak, re the Development Framework Evaluation

ACTION

**3.0
Development
Framework
presentation
was agreed**

**4 (a) Project
Group
progress
report to be
distributed
to all
members
prior to
meetings**

**4 (b) Project
Manager's
Report to be
distributed
before
meetings to
members**

Scheme. Mr Thom will establish methods of feedback from the Project Board and Project Group. To date Mr Thom has received copies of all the previous minutes and information that is relevant.

Mrs M Griffith asked Mr Thom for comments on the progress of the project to date. Mr Thom replied that the project was very well structured. Mr Thom suggested that for evaluation purposes that action points raised in meetings should be noted.

Mrs Griffith thanked Mr Thom for his feedback and asked members had they any questions or suggestions regarding the Evaluation Scheme.

A discussion then followed regarding different ways of gaining feedback and comments from the Project Board and Project Group members for the Evaluation Scheme. Mr Brendan McGrath asked the members would they prefer to give more structured feedback, either verbally or in the form of a structured questionnaire.

Mrs Griffith suggested that a combination of both would be useful. Miss Blaney suggested that ideas should be teased out with Project Board members. She also commented that it was important to capture the evolutionary aspect of the development of the Project.

Joyce Cairns spoke at this point and said it would be good to have feedback and be able to hear thoughts and ideas. She felt that the Project Group has changed through natural growth.

Mary Waddell suggested it may be good to include review times for structured or reflective comments.

It was agreed that Mr Thom would schedule a meeting with the Project Board members to facilitate their feedback. Mr Thom will report back to the Project Board at the meeting in October 2004.

6.0 Any Other Business

No items raised.

Date of next meeting: Wednesday 9 June 2004

Time: 2.00 pm

**Venue: NIPEC
Centre House
79 Chichester Street
Belfast**

**C.E. &
Chair to
arrange
meeting (Oct
2004) with
Mr Thom re
feedback
from
evaluation**