

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

Development Framework for Nursing and Midwifery

**Minutes of the Project Board Meeting held on Wednesday 7 December 2005 at 2.00pm
in the Council Room, NIPEC, Centre House, 79 Chichester Street, Belfast.**

Present

Mrs M Griffith, Chair
Mrs Kathy Fodey, (DHSSPS Rep)
Mrs M Gordon, (LHSCG Rep) Causeway HSS Trust
Prof. M Hanratty, (Education Provider Rep) BMC
Mr S Hodgkinson, (C.E. Rep) CSA
Dr Carolyn Mason, (RCN Rep) RCN
Ms J Montgomery, (IHCP Rep), Clonlee & Massereene Private Nursing Homes
Mrs M O'Neill, (Nurse Rep) Down & Lisburn HSS Trust
Mrs S Rooney, (Nurse Rep) DHSSPS
Mrs M Waddell, (Board Nurses Rep) EHSSB

Miss L Barrowman, SPO, NIPEC
Miss P Blaney, CE, NIPEC
Mrs B Bradley, Professional Officer, NIPEC
Ms A Drury, Project Officer, NIPEC
Mrs J Edgar, Information Officer, NIPEC
Mrs C McCusker, Project Manager, NIPEC
Dr T McCance, SPO, NIPEC
Mr B McGrath, SPO, NIPEC

1.0 Apologies

Mrs H Baird, (Directors of Nursing Rep) Homefirst HSS Trust
Ms J Cairns, (DHSSPS Rep) HRD, DHSSPS
Mrs L Coey, (Unison Rep) Unison
Mrs B Coyle, (CPHVA Rep) CPHVA
Mrs S Cunningham, (HSSC Rep) SHSSC
Ms B Hughes, (RCM Rep) RCM
Mrs E Madden, (Midwife Rep) UCHT
Ms M Mallon, (Directors HR Rep) Royal Group of Hospitals HSS Trust
Prof. B McCormack, (Nurse Rep) Royal Hospitals HSS Trust
Prof. H McKenna, (Education Provider Rep) UU
Mr J Mone, (Directors of Nursing Rep) Craigavon Area Hospitals Group HSS Trust
Mrs M O'Hare, (Lay member Rep) NIPEC Council
Prof. J Orr, (Education Provider Rep) QUB

Mrs Maureen Griffith welcomed colleagues to the meeting and explained that the meeting would commence with a presentation by Deloitte on the progress of the Competence Profile Project.

Mrs Maureen Griffith informed colleagues that this was Dr Tanya McCance's last Project Board meeting, as she would be taking up her new post of Reader of Nursing Research and Practice Development, with the Ulster Community and Hospitals HSS Trust in January 2006. She thanked her for her invaluable contribution to the Project and wished her all the very best for the future.

2.0 Minutes of previous Project Board meeting of 12 October 2005

The minutes of the previous meeting were agreed as a true and accurate record.

3.0 Matters Arising

Mrs Kathy Fodey raised a point in relation to the Development Framework Part I: A guide to building and maintaining your professional portfolio issued in October 2005. She stated that there should be explicit reference to data protection to ensure the principles of the Data Protection Act are upheld, within an individual's portfolio. It was agreed that this advice would be incorporated into the Development Framework website.

Project Manager to ensure advice on confidentiality of information is provided on website.

4.0 Deloitte UK

At this point, Mrs Maureen Griffith welcomed Mr Philip Heaton, Project Director and Mr Des Hewitt, Project Consultant, Deloitte to the meeting. She thanked them for coming to update colleagues on the progress of the Competency Profile Project.

Mr Philip Heaton and Mr Des Hewitt then gave a brief presentation. They stated that Phase 1, involving validation of the domains and performance indicators of the competence profile, had been completed with over 1100 registrants across NI. Phase 2 would commence within the next couple of weeks, whereby small teams in the HPSS and the Independent Sector would test the competence profile as a tool to assess an individual's development needs. Project Board members had a number of queries:

- The degree of involvement of registrants from the Independent Sector, especially Nursing Homes. Mr Hewitt explained that although they had contacted individuals in this sector, it had proved difficult to get registrants to attend Phase 1 testing sessions. Mr Hewitt stated that he would organise additional sessions for the Independent Sector if requested.

- It was suggested that the technology competence domain should be revised to read information management. Miss Paddie Blaney explained that the performance indicators also referred to equipment and devices and not just computers.
- Deloitte were asked to provide the results on the not applicable responses relating to the Performance Indicators by grade.
- Would managers be given help in using the Competency Profile? Deloitte confirmed that part of their remit was to provide guidance on how managers could make best use of the competence profile. Miss Paddie Blaney also confirmed that NIPEC intended to produce a DVD to provide guidance for individuals and managers on how to maximize the use of competence profile and the other Development framework resources.
- There was a question about the competence profile performance indicators possibly relating to the individual's job description? Following some discussion Dr Tanya McCance commented that the competency profile and indicators were generic and so could not relate directly to individual job descriptions. It was therefore confirmed that individuals are advised to complete their self-assessment using the competence profile in relation to their current role only.

Mrs Maureen Griffith thanked Mr Philip Heaton and Mr Des Hewitt for coming to the meeting and providing an update on the progress of the Project and they left the meeting. Discussion continued between Project Board members on the need to provide advice for individuals with regard to planning for their development with appropriate learning opportunities which facilitate individuals to develop and also meet employers' requirements. Miss Paddie Blaney emphasised that the purpose of the Development Framework was to support individuals in their continuous professional development.

5.0 Project Group Report

The Project Group report was previously circulated. Miss Paddie Blaney reported that the Group had met once in November since the last Project Board. Instead of formally meeting in October Group members worked with individual Project Team members to develop the content of the '*nipecdf*' website. The next Project Group meeting, scheduled for Thursday, 15th December 2005, at the College of Nursing and Midwifery, Ulster Hospital, would focus on providing the Project Group with the opportunity to pilot test the '*nipecdf*' website.

6.0 Project Managers Report

The Project Manager's report was previously circulated. Mrs Cathy McCusker informed colleagues that she had received a very positive response following distribution of the Development Framework Part 1, in October 2005.

She reported that pilot testing of the Development Framework website throughout the province, with HPSS and Independent Sector had commenced on the 28th November and would be completed by 15th December 2005. The feedback from registrants about the website has been very positive. Project Team members are also currently drafting the Development Framework foundation papers and Dr Tanya McCance will provide an update on this later in the meeting.

7.0 Development Framework Project Report – Draft Executive Summary and Recommendations

Mrs Cathy McCusker gave a presentation on the Draft Executive Summary and Recommendations included in the Project Report of the Development Framework. Project Board members were asked for their comments prior to completing the Report for submission to DHSSPS in January 2006. The following suggestions and comments were agreed:

- The importance of the Development Framework in relation to its impact on patient/client care should be more explicit at the beginning of the Executive Summary
- Refine and reduce the number of recommendations to relate to the following:
 - Registrants (placed first)
 - Employers
 - NIPEC
 - NMC
 - DHSSPS

Miss Paddie Blaney stated that Project Board members would receive a copy of the complete Draft Project Report with the agreed changes. It was planned that following return of the Draft Project Report from DHSSPS, the Final Project Report would be available for sign off by the Project Board at the last Project Board meeting 22 March 2006.

8.0 Development Framework Foundation Papers Draft Outline

Dr Tanya McCance updated the members in relation to the draft outline for the four Development Framework Foundation Papers: Generic Competency

Profile; Roles; Learning and Portfolios and Careers. She stated each paper would tell the story of how the component was developed and the structure would be as follows: i) Background

ii) Development of the component: foundation Work; commissioned Research (if applicable); contribution of the Project Group; consultation Process; feedback from the workforce questionnaire; other inputs (if applicable) and developing the online resource

iii) Conclusion: benefits of the component; any planned future work

Project Board members had no further comments to add and appeared content with the draft outline.

9.0 Development Framework Workforce Profile and Characteristics Paper draft outline

Mrs Cathy McCusker gave a broad outline of the paper, which will be ready for distribution in March/April 2006. It is planned that the paper will have the following broad sections:

- Executive Summary
- Background
- Workforce Context
- Northern Ireland Specific Workforce Data
- NIPEC Northern Ireland Registrant Workforce Development Survey
- Conclusions for the Development of the Registrant Workforce

A query was raised as to how this Paper would differ from the review completed by the DHSSPS. Miss Paddie Blaney stated that the workforce paper focuses primarily on the profile and characteristics of the development needs of the registrant workforce.

10.0 Any Other Business

Mrs Maureen Griffith confirmed the date and time of the next meeting:

Date of next meeting: 8 February 2006
Time: 2.00 pm
Venue: NIPEC, Centre House, 79 Chichester Street, Belfast.