

**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 8 February 2006 at 2.00pm
in the Council Room, NIPEC, Centre House, 79 Chichester Street, Belfast.**

Present

Mrs M Griffith, Chair
Mrs H Baird, (Directors of Nursing Rep) Homefirst HSS Trust
Mrs L Coey, (Unison Rep) Unison
Mrs E Madden, (Midwife Rep) UCHT
Mr J Mone, (Directors of Nursing Rep) Craigavon Area Hospitals Group HSS Trust
Mrs M O'Hare, (Lay member Rep) NIPEC Council
Ms D Taylor (DHSSPS Rep) HRD, DHSSPS
Mrs M Waddell, (Board Nurses Rep) EHSSB
Ms R Wasson, (Ward Manager, UCHT)

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

1.0 Apologies

Mrs B Coyle, (CPHVA Rep) CPHVA
Mrs S Cunningham, (HSSC Rep) SHSSC
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
Ms B Hughes, (RCM Rep) RCM
Ms M Mallon, (Directors HR Rep) Royal Group of Hospitals HSS Trust
Dr Carolyn Mason, (RCN Rep) RCN
Prof. B McCormack, (Nurse Rep) Royal Hospitals HSS Trust
Prof. H McKenna, (Education Provider Rep) UU
Ms J Montgomery, (IHCP Rep), Clonlee & Massereene Private Nursing Homes
Mrs M O'Neill, (Nurse Rep) Down & Lisburn HSS Trust
Prof. J Orr, (Education Provider Rep) QUB
Mrs S Rooney, (Nurse Rep) DHSSPS

Mrs C McCusker, Project Manager, NIPEC
Mr B McGrath, SPO, NIPEC

Mrs Maureen Griffith welcomed colleagues to the meeting and stated that this was the penultimate meeting. She also informed colleagues that Mrs Cathy McCusker, Project Manager who is currently on maternity leave, gave birth to a baby girl on Monday 23rd January 2006. Mrs Maureen Griffith welcomed Rosie Wasson, Ward Manager who is shadowing Elaine Madden, also Ms Diane Taylor who is replacing Ms Joyce Cairns as the DHSSPS representative.

2.0 Minutes of previous Project Board meeting of 7 December 2005

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

3.0 Matters Arising

Mrs Maureen Griffith stated that all action points from the last meeting had been met, and there were no additional matters arising.

4.0 Project Group and Project Manager's Report

The Project Group report was previously circulated. Miss Paddie Blaney reported that the Group had met once in December since the last Project Board. The next Project Group meeting, was held on the Thursday, 15th December 2005, at the College of Nursing and Midwifery, Ulster Hospital, and focused on providing the Project Group with the opportunity to pilot test the '*nipecdf*' website. Project Group members have also been contributing with the testing of the competency profile indicators and submitting career profiles for inclusion on the website. Project Team are progressing with the Foundation Papers and meeting as required.

The Project Manager's Report was previously circulated. Miss Paddie Blaney presented this report in the absence of Mrs Cathy McCusker who is on maternity leave. The Project is progressing in all major areas; the website went live on Friday 3rd February. Additional enhancements had been undertaken following responses from the pilot testing.

Deloitte are in the final stages of the Phase Two testing of the competency profiles. This has involved Managers and Registrants across a range of care settings.

The intention is that the Final Project Report and Foundation Papers will be available in June together with the Workforce Report which the Project Group Chair (Miss Paddie Blaney) is currently completing; this will not impact on the completion of the Development Framework Project.

Mrs Cathy McCusker wished to record her personal thanks to both Project Board and Project Group members for their support and assistance throughout the Project.

5.0 Website Presentation

Ms Angela Drury, Project Officer gave a PowerPoint presentation to members of the website (copy attached to these minutes).

Following the presentation Board members asked a number of additional questions. Mrs Maureen Griffith asked what guidance there was on the website for Managers to access the competency profile with a view to assessing a member of staff. Ms Angela Drury explained the process.

Ms Linda Coey stated that she thought the site was an excellent resource and that it would be extremely useful to registrants and congratulated everyone concerned for their hard work in producing the website. She reported that she had accessed the site herself and had found it very simple to follow.

Miss Paddie Blaney summarised the communication and marketing strategy in relation to advertising the Development Framework. This included mail shots to NMC registrants, production of a DVD, dedicated workshops throughout Northern Ireland, Ms Angela Drury and Mrs Julie Edgar will be primarily conducting these workshops.

Mrs Hazel Baird stated that it was an excellent site and that it was essential that we try to make it as easy as possible to link the competency profile with KSF. Miss Paddie Blaney stated that NIPEC will cover this in the proposed DVD and would take note of this requirement.

Mrs Mary Waddell, agreed with all the comments in relation to the website, however, she suggested employers should have information about the launching of the site at the same time as registrants. Miss Paddie Blaney stated that she intended to write to all the Chief Executives. Mrs May Waddell stated that agencies should also be included and Miss Paddie Blaney informed her that the agencies had already been in contact with NIPEC. Mrs Mary Waddell also stated that it would be helpful to obtain statistics from the website site in relation to how many nurses are competent in certain areas.

Miss Paddie Blaney explained that this would not be possible; as the way the website was constructed it would not enable this to happen. The website may however help the individual registrant in this respect.

Miss Lesley Barrowman stated that she had been out to a number of groups recently and that nurses were nervous about the fact that perhaps NIPEC could access they details, therefore it must stay a secure site for the individual registrant.

Miss Paddie Blaney to correspond with Chief Executives

Mrs Linda Coey expressed concern at the suggestion that employers should be given access to obtain statistics in relation to competencies. Miss Paddie Blaney stated that this was not the intention of the site and it would be a secure site for the individual registrants use, and managers would only have access to the registrants' competency profile if the registrant asked their manager to carry out an assessment.

Miss Paddie Blaney also commented that she intended to bring the generic value of the website to the wider HPSS to the attention of the Department.

6.0 Foundation Papers

Mrs Maureen Griffith stated that these had been circulated and that only general comments were required.

Ms Linda Coey asked that in the Competency and Performance Foundation Paper, Page 23, under conclusion number 3 that it is made clearer that the Development Framework work compliment the KSF processes. This was noted by Miss Paddie Blaney who agreed to reword the conclusion.

Miss Paddie Blaney stated that the Foundation Papers should be ready for printing by the end of March.

**Miss Paddie
Blaney to
reword text**

7.0 Development Framework Final Project Report

Mrs Maureen Griffith stated that at the last meeting all comments were taken on board and the necessary changes had been made. The Report is now with the Department for their comments. There was no further discussion in relation to the Draft Development Framework Final Project Report.

8.0 Development Framework Workforce Profile and Characteristics Paper

Mrs Maureen Griffith invited Miss Paddie Blaney to update on the progress of this paper, she informed members that this was to be finalised and would be with the Board in draft format in March 2006.

9.0 Deloitte Competency Profile Project Report

Mrs Maureen Griffith stated that a draft report had been received however, it was felt that it required to be more detailed and structured, Deloitte are currently undertaking this.

Miss Paddie Blaney informed the members that the Phase two was in its final stages and that it was being conducted with managers and registrants, using the competency profile. The settings which are being covered included Community, Mental Health, Independent Sector, Care of the Elderly and Acute Care settings. She commented that there was much to be positive about in the report including a validation of the competency profile by registrants and very helpful feedback on the actual use of the competency profile to assess performance and identify development needs.

10.0 Any Other Business

Mrs Linda Coey requested that in the Appendix 1 of the Development Framework Final Project Report, that her title be change to read Representative of Unison and not Professional Officer. This was noted.

Mrs Hazel Baird stated that the website is of exceptional quality and innovation, and that the hard work which had gone into producing the website, should be recognised and perhaps NIPEC should be looking into making an application for innovation quality awards. Miss Paddie Blaney this and agreed to explore all publication and award opportunities.

Miss Paddie Blaney stated that a formal launch was planned for the 21st June 2006 venue to be confirmed.

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

Date of next meeting:	22 March 2006
Time:	2.00 pm
Venue:	NIPEC, Centre House, 79 Chichester Street, Belfast.

Change to
Appendix 1 of
DF Final
Project
Report