

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

Development Framework for Nurses and Midwives

Notes of the Fourth Meeting of the Project Board held on Wednesday 11 February 2004 at 2.00pm in the Council Room, NIPEC, 79 Chichester Street, Belfast.

Present

Mrs M Griffith (Chair)	Mrs D Van Der Lenden (SHSSC)
Miss P Blaney (CE)	Ms J Smyth (DHSSPS)
Mrs H Baird (Homefirst Trust)	Professor M Hanratty (BMC)
Ms J Cairns (DHSSPS)	Mrs M Gordon (LHSCG)
Ms J Montgomery (IHCP)	Ms S Rooney (South and East Belfast Trust)
Mrs E Madden (Midwife Rep)	Mr B McGrath (SPO, NIPEC)
Professor J Orr (QUB)	Dr T McCance (SPO, NIPEC)
Professor M Bradley (RCN)	Miss L Barrowman (SPO, NIPEC)
Mrs M Waddell (EHSSB)	Mrs C McCusker (Project Manager, NIPEC)
Mr S Hodgkinson (C.E. Rep)	
Mr J Mone (Craigavon Hospital HSS Trust)	
Professor B McCormack (Nurse Ref. Practice Development)	
Mrs L Woods (notes)	

In attendance Project Group Members

Mr P McGreevy
Mr L McSorley

1.0 Apologies

Ms I Duddy (Altnagelvin Hospitals Trust)
Ms B Hughes (RCM)
Ms M Mallon (Royal Group of Hospitals Trust)
Mrs M O'Neill (Nurse Rep)
Professor H McKenna (UU)
Ms B Coyle (CPHVA)

Mrs M Griffith welcomed everyone to the meeting and introduced Cathy McCusker, Project Manager to her first Project Board Meeting. She also welcomed the members of the Project Group who attended the meeting and informed the meeting that Mr Paul Simpson Deputy Secretary DHSS&PS would join the meeting later and deliver a presentation on the DHSSPS Policy Context.

2.0 Notes of Previous Project Board meeting – 8 October 2003

The notes of the last meeting held on 8 October 2003 were agreed as an accurate record.

3.0 Update on Project Board meeting (virtual) 17 December 2003 – 7 briefing papers – Summary of feedback

Mr B McGrath spoke to this point. He reported that comments had been received from 8 members of the Project Board. The comments positively endorsed the papers with a few suggestions to broaden the literature searches.

4.0 **Commissioned Projects**

Dr T McCance spoke to this point. She gave the background to the two projects commissioned in partnership with the R&D office:

- 1) An exploration of Innovative nursing and midwifery roles within the NI HPSS and
- 2) An evaluation of approaches to assess nursing and midwifery performance.

An advert was placed in the Belfast Telegraph on Tuesday 3 February 2004. Complete packs have been circulated to Project Group and Project Board members. Information packs are available from R&D Office and NIPEC websites. Closing date is 9 March 2004.

5.0 **Project Officer Posts**

The C.E. NIPEC talked to this point. She reported that from the work in preparing the 7 Briefing Papers, 2 areas were identified as requiring further support i.e. Workforce and Learning and Portfolios. A Project Officer (Workforce) will be seconded full-time for 12 months and a Project Officer (Learning and Portfolios) will be seconded full-time for 6 months. Both advertisements will be published in the Belfast Telegraph on 17 February 2004 and in the CSA Trawl on the 20 February 2004.

6.0 **DF Project Evaluation Scheme – discussion of options**

The CE talked to this point and a paper, outlining the options for an evaluation scheme for the Project, was circulated. Chair asked the Project Board to consider the following options:

- Option 1 Internal evaluation by the Head of Corporate Services NIPEC, who will provide an update to the Project Board twice per annum
- Option 2 External Evaluation by a Project Management Consultant who will provide an update to the Project Board twice per annum. Cost approx £3,000

After discussion regarding the options the unanimous decision of the Project Board was to recommend Option 1. It was recommended that Evaluation of the Project would become a standing item on the Project Board agenda. Professor Brendan McCormack suggested that an action research methodology be adopted which would involve participation of the Project Board and Project Group in the evaluation.

7.0 **Communication & Consultation Strategy**

Cathy McCusker talked to this point. The sub-group is chaired by Edmund Thom with Michaela Barr, Cathy McCusker with in-put from Delia Van der Lenden. The group is drafting a communication and consultation strategy, comprising an awareness campaign and marketing strategy, that will be ongoing throughout the project and a consultation scheme as per the Project Plan.

Presentation by Mr Paul Simpson, Deputy Secretary DHSSPS

Mr Simpson arrived at this point to give his presentation. Topics covered in the presentation included the Regional Strategy, Agenda for Change, Regulation of Health Care Support Workers and HPSS Structures.

Discussion followed Mr Simpson's presentation. Chair thanked Mr Simpson for coming and sharing the presentation. The Chief Executive stated the importance of the Development Framework and the direct links it would have with regard to the 4 areas in Mr Simpson's presentation. A copy of the presentation will be e-mailed with Project Board minutes.

8.0 **Draft Project Document for Approval**

The Project Board approved the Project Plan and the C.E. stated that bound copies would be distributed to all Project Board Members.

9.0 **Project Group Report**

A report on the Project Group activity was circulated and the C.E. reported that the Project Group had met at 11.30am that morning and the Chairs of each of the Sub-groups provided feedback.

10.0 **Revised Schedule of Meetings**

Chair advised members of the revised schedule of Project Board meetings, incorporating the 7 April 2004 amendment, that had been previously circulated.

11.0 **Any Other Business**

No items raised.

Next Meeting Wednesday 7 April 2004 at 2.00pm



DEVELOPMENT FRAMEWORK
FOR NURSING & MIDWIFERY