

**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 12 October 2005 at 2.30pm
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
Ms J Cairns, (DHSSPS Rep) HRD, DHSSPS
Mrs B Coyle, (CPHVA Rep) CPHVA
Mrs Kathy Fodey, (DHSSPS Rep)
Prof. M Hanratty, (Education Provider Rep) BMC
Mrs E Madden, (Midwife Rep) UCHT
Dr Carolyn Mason, (RCN Rep) RCN
Prof. B McCormack, (Nurse Rep) Royal Hospitals HSS Trust
Mr J Mone, (Directors of Nursing Rep) Craigavon Area Hospitals Group HSS Trust
Mrs M O'Hare, (Lay member Rep) NIPEC Council
Mrs M O'Neill, (Nurse Rep) Down & Lisburn HSS Trust

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

1.0 Apologies

Mrs L Coey, (Unison Rep) Unison
Mrs S Cunningham, (HSSC Rep) SHSSC
Mrs M Gordon, (LHSCG Rep) Causeway HSS Trust
Mr S Hodkinson, (C.E. Rep) CSA
Ms B Hughes, (RCM Rep) RCM
Ms M Mallon, (Directors HR Rep) Royal Group of Hospitals HSS Trust
Prof. H McKenna, (Education Provider Rep) UU
Ms J Montgomery, (IHCP Rep), Clonlee & Massereene Private Nursing Homes
Prof. J Orr, (Education Provider Rep) QUB
Mrs S Rooney, (Nurse Rep) DHSSPS
Mrs M Waddell, (Board Nurses Rep) EHSSB

Mrs B Bradley, Professional Officer, NIPEC

Mrs Maureen Griffith welcomed colleagues to the meeting and in particular Dr Carolyn Mason, who replaced Prof. Martin Bradley, RCN and Mrs Kathy Fodey, who is replacing Mr Francis Rice, DHSSPS. She also welcomed Angela Drury, Development Framework Project Officer, who commenced on the 6th September 2005.

Mrs Maureen Griffith also informed colleagues of two other issues of note: she congratulated Mrs Cathy McCusker on her forthcoming maternity leave which is planned for January 2006; she also congratulated Dr Tanya McCance on her recent appointment as Reader of Nursing Research and Practice Development, a joint appointment with the University of Ulster and the Ulster Community and Hospitals Trust. Dr McCance will leave NIPEC in December 2005.

Mrs Maureen Griffith informed colleagues that Dr Maureen Murphy, Managing Director Aurion, would join the meeting at 3.00 pm to give a presentation on the progress of the 'nipecdf' website project

2.0 Minutes of previous Project Board meeting of 24 August 2005

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

3.0 Matters Arising

Mrs Maureen Griffith tabled the Development Framework statements around key relationships, which had been amended as a result of the comments received at the Project Board meeting in August 2005. She reported that the statements would now be reflected in all future NIPEC/Development Framework documents.

Miss Paddie Blaney reported that all other action points from the last meeting had been addressed.

4.0 Project Group Report

The Project Group report was previously circulated. Miss Paddie Blaney informed colleagues that although the Project Group meeting of 19 August was cancelled due to the numbers on annual leave, members assisted in the design of the career profile pro forma via email which was finalised at the 23 September meeting. At this meeting, Dr Maureen Murphy, Aurion, delivered a presentation to members outlining the content of the 'nipecdf' website, this was well received and members are looking forward to helping the Project Team prepare the content for the site and pilot test the website.

Miss Paddie Blaney reported that Deloitte's testing of the competency profile was progressing well, with over 1000 nurses, midwives and SCPHNs in

attendance to date. It is planned that these sessions will be completed by 25th October.

5.0 **Project Manager's Report**

The Project Manager's report was previously circulated. Mrs Cathy McCusker, reported on the progress of the Project since the last Board meeting. The Consultation Responses Report and the two Research Reports are currently with the designers for printing, publication and distribution.

Mrs Cathy McCusker, expressed her thanks to the Trust Directors of Nursing and everyone involved, for their co-operation in testing the competency profile. Miss Paddie Blaney stated that NIPEC was indebted to everyone for their help and support.

Mrs Cathy McCusker commented on the variance in the distribution of the Portfolio guide, due to the complex technical design of the guide. Distribution was rescheduled for 14th October 2005, and a copy of the guide was circulated to all members at the meeting.

Mrs Cathy McCusker stated that the next few months will be an extremely busy period and she outlined the work which will be carried out by the Project Team, during this time:

- Text written for all section of the 'nipecdf' website
- Attendance at the final Deloitte Competency Profile testing events, Phase 1
- Publication of Consultation Responses Report and the two commissioned Research Reports
- Prepare drafts of 'Foundation papers', 'Workforce Profile and Characteristics paper' and 'Development Framework Project Report'
- Pilot testing of the '*nipecdf*' website.

6.0 **Workforce Development Questionnaire**

Mrs Cathy McCusker gave a presentation on the initial analysis of the responses to the workforce development questionnaire. Colleagues found the findings presented interesting and agreed that further analysis would be useful to provide Employers and Managers with more information about the characteristics and development needs of the workforces.

7.0 **Project Update 'nipecdf'**

Dr Maureen Murphy, Aurion, joined the meeting at 3pm. Mrs Maureen Griffith thanked her for coming to present an outline of the Development Framework website and an update on the progress of the '*nipecdf*' Project to Project Board members.

Colleagues found the outline plan for the website very exciting. Miss Paddie Blaney inquired about the pilot testing of the website. Dr Maureen Murphy informed the members that structured Workshops to pilot test the site were planned to commence on 28th November 2005, with approximately 100 registrants from selected sites throughout Northern Ireland.

A concern was raised regarding 360 degree assessment within the Competency Profile section of the website. It was suggested that such assessments should be completed anonymously. Dr Tanya McCance explained the reasons against anonymity which were supported by Prof. Brendan McCormack. The key to a successful 360 degree assessment was the provision of appropriate support for the individual, and the ability for the individual to receive information from individuals, whom they had asked to complete the assessment.

Prof. Brendan McCormack commented on the potential value of the website. He also suggested that a compulsory introductory programme, should be built into the site, to help individuals navigate the components, get the best use out of the resource. Miss Paddie Blaney agreed this was an excellent idea and stated that a DVD/video could also help to promote the use of the website. Additionally, Mr John Mone suggested that Senior Manager's should be involved in piloting the website.

Mrs Maureen Griffith thanked Dr Maureen Murphy for coming to the meeting and updating Project Board members on the project with her presentation.

8.0 Any Other Business

Miss Paddie Blaney informed the members that it is hoped to invite Deloitte to the next Project Board meeting to update members on the progress of the 'Testing the Competency Profile Project'.

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

Date of next meeting: 7 December 2005
Time: 2.00 pm
Venue: NIPEC, Centre House, 79 Chichester Street, Belfast.