

**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 16 February 2005 at
2.00pm in the Council Room, NIPEC, Centre House, 79 Chichester Street, Belfast.**

Present

Mrs M Griffith (Chair)
Miss P Blaney CE, NIPEC
Mrs H Baird (Directors of Nursing Rep) Homefirst HSS Trust
Mrs M Waddell (Board Nurses Rep) EHSSB
Mr J Mone (Directors of Nursing Rep) Craigavon Area Hospitals Group HSS Trust
Professor M Hanratty (Education Provider Rep) BMC
Professor H McKenna (Education Provider Rep) UU
Profession M Bradley (Staff Organisations Rep) RCN
Mrs S Cunningham (HSSC Rep) SHSSC
Mr S Hodgkinson (C.E. Rep) CSA
Mrs M O'Hare (Lay member Rep) NIPEC Council
Mrs M Gordon (LHSCG Rep) Causeway HSSTrust
Professor B McCormack (Nurse Rep) Royal Hospitals HSS Trust
Mrs M O'Neill (Nurse Rep) Down & Lisburn HSS Trust
Mrs B Bradley Professional Officer, NIPEC
Mr B McGrath, SPO, NIPEC
Dr T McCance, SPO, NIPEC
Miss L Barrowman SPO, NIPEC
Mrs C McCusker Project Manager, NIPEC
Mrs C Osborne Project Officer, NIPEC
Miss L O'Neill Project Officer NIPEC

In attendance at 2.30pm

Dr Nicola Armstrong (R&D Office)

Commissioned Research Project Team

Professor Vivien Coates
Karen Hamilton
Billy Kelly
Marlene Sinclair
Jill Cundell
Jackie Gracey

Commissioned Research Project Team 3.00pm

Professor Hugh McKenna
Bobby Ritchie
Sinead Keeney
Dr Marlene Sinclair
Professor Brenda Poulton
Felicity Hasson

1.0 Apologies

Professor J Orr (Education Provider Rep) QUB
 Ms M Mallon Director (HR Rep) Royal Group of Hospitals HSS Trust
 Mrs E Madden, (Nurse Rep) UCHT
 Ms B Hughes (Staff Organisations Rep) RCM
 Mrs B Coyle (Staff Organisations Rep) CPHVA
 Ms J Montgomery (IHCP Rep)
 Ms J Cairns, (DHSSPS Rep) HRD
 Mrs S Rooney, (Nurse Rep) DHSSPS

Mrs Mrs Maureen Griffith welcomed colleagues and thanked Mrs Hazel Baird for standing in as Chair of the last the two Project Board meetings in August and October 2004, during her absence. A warm welcome was offered to Mrs Stella Cunningham recently appointed as the Chief Officer, SHSSC, and who has kindly agreed to replace Mrs Delia Van der Lenden representing the four Health & Social Services Councils.

At this point Mrs Maureen Griffith referred to a letter received by Miss Paddie Blaney, Chief Executive, NIPEC from NI HPSS Staff Side Organisations, with regard to consultation issues.

Chair raised concerns specifically regarding one of the statements in the letter, she read this to members:

“Staff Side are greatly concerned that the document does not reflect the work or the discussion emanating from the Project Board and is not what is expected or understood by those representing Staff Side Organisations”.

Chair asked members for their comments re this statement.

Mr Martin Bradley stated that the RCN would be responding to the consultation document separately and he had been able to raise his concerns at the last Project Board meeting. There was a general consensus among Project Board members present that the statement did not represent their view.

Project Board members agreed, that it was appropriate for Chair of Project Group and Project Manager to meet with the NI HPSS Staff Side Organisations, as requested in their letter to address the concerns they raised and clear up any misunderstandings

**Chair of
Project Group
and Project
Manager to
meet with Staff
Side
Organisations**

2.0 Minutes of previous Project Board meeting of 15 October 2004:

One amendment to the previous minutes: include Mr Edmund Thom in attendance. The minutes of the previous meeting were then agreed as a true and accurate record.

3.0 Matters Arising:

None

4.0 **Reports from Commissioned Projects:**

Dr Nicola Armstrong was present for both presentations.

- 4.1 An evaluation of approaches to assess nursing and midwifery performance – Professor Vivien Coates and team. Presentation by Dr Karen Hamilton, presentation handouts and Project Executive Summary distributed to Project Board members.
(copies of presentation handout and Executive Summary of research project will be emailed to Project Board Members prior to April Project Board meeting)

There was much discussion among Project Board members regarding the research findings. Mrs Maureen Griffith on behalf of all Project Board members congratulated the Research team on meeting the objectives of the commission within the timescales and allocated budget. Dr Nicola Armstrong commented that the research team had met its objectives.

Mrs Mary Hanratty commented that this research was so timely in relation to the NMC's work on competence and performance. Miss Paddie Blaney requested that the research team meet with the Project Team in due course to finalise the report and prepare it for publication. The Research team will present the project on 10 March 2005 at the RCN Research Conference, Waterfront Hall, Belfast.

**Project
Manager to
organise
meeting with
Research
Team**

- 4.2 An exploration of innovative nursing and midwifery roles within Northern Ireland's HPSS – Professor Hugh McKenna and team
Presentation by Professor Hugh McKenna and Roberta Ritchie, handouts and Project Executive Summary distributed to Project Board members.

Project Board members engaged the research team in questions re the research findings. Mrs Maureen Griffith on behalf of all Project Board members congratulated the Research team on meeting the objectives of the commission within the timescales and allocated budget. Dr Nicola Armstrong was also satisfied that the research team had met its objectives.

Miss Paddie Blaney requested that the research team meet with the Project Team in due course to finalise the report and prepare it for publication. The Research team will present the project on 11 March 2005 at the RCN Research Conference, Waterfront Hall, Belfast.
(copies of presentation handout and Executive Summary of research project will be emailed to Project Board Members prior to April Project Board meeting)

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5.0 **Project Group Report**

Project Group report was previously circulated. Miss Paddie Blaney briefly commented on the Project Group report. In view of feedback received through

the Project Group Miss Paddie Blaney delivered a presentation for members. The presentation demonstrated how the NHS KSF is based on a number of principles including 'able to use and link with current and emerging competence frameworks'. As well the use of the Development Framework could help the individual produce evidence of development as part of their development review process.

There was a general consensus that the presentation helped clarify the linkage between the AfC, NHS KSF and the Development Framework.

6.0 Project Manager's Report

Project Manager's report was previously circulated. Cathy briefly commented on the Project Manager's report. With reference to the workforce questionnaire, a 52% response rate was achieved with the pilot questionnaire with 85% stating that it was Very Easy/ Easy to complete. The pilot questionnaire has had a couple of questions amended to apply to NI, one question deleted and NIPEC section added. The final questionnaire was on schedule to be distributed via a Belfast Mailing House on 25 February 2005. A reminder card would be dispatched on 11 March 2005 and the closing date for questionnaires was 25 March 2005. A PR company would assist with publicity around the questionnaire. Martin Bradley questioned why the questionnaire was undertaken. Paddie explained that it was to gather information about the learning and development of the Nursing and Midwifery workforce, the analysis of which will be used to inform the design of the Development Framework.

7.0 Future Commissioned Work:

Cathy delivered a presentation to demonstrate the proposed tender for the Development Framework electronic resource. She explained this presentation was delivered at Nurse Leaders Network, 4 February 2005 and was very positively received.

Martina O'Neill commented that she was reassured by the presentation and could see how the Development Framework will complement KSF and help appraiser and appraisee.

The second tender will focus on auditing the Generic Competency Profile and test the domains and performance indicators with a sample of the Nursing and Midwifery workforce.

8.0 Any other business

Mrs Maureen Griffith stated that two of the items for consideration on the next Project Board Agenda would be:

- Economic Evaluation of the Development Framework
- Equality Assessment Approach

Date of next meeting: 20 April 2005
Time: 2pm
Venue: NIPEC Centre House, 79 Chichester Street, Belfast,