

Northern Ireland Practice and Education Council for Nursing and Midwifery
(NIPEC)

The Development Framework for Nurses and Midwives

Notes of the First Meeting of the Project Board held on 17th June 2003 in the Council Room, NIPEC, 79 Chichester Street, Belfast

Present

Mrs M Griffith (Chair)
Miss P Blaney (CE)
Professor M Bradley(RCN)
Ms I Duddy (Altnagelvin HSS Trust)
Mrs M Gordon (LHSCG)
Professor M Hanratty (BMC)
Breedagh Hughes (RCM)
Ms Janet Montgomery (IHCP)
Professor Jean Orr (QUB)
Professor H McKenna (UU)
Mrs Maria O'Hare (Lay member NIPEC)
Ms Delia Van Der Lenden (SHSSC)

In attendance

Mr B McGrath (SPO, NIPEC)
Miss L Barrowman (SPO, NIPEC)
Dr T McCance (SPO, NIPEC)
Mrs E Blaney (Notetaker)

1.0 Apologies

Ms Briega Coyle (CPHVA)
Ms Joyce Cairns (DHSSPS)
Ms Janice Smyth (DHSSPS)
Mrs Hazel Baird (Homefirst Trust)
Mr John Mone (Craigavon Hospital HSS Trust)
Ms Marie Mallon (Royal Group of Hospitals Trust)
Ms Linda Coey (UNISON)

2.0 Welcome and Introduction

The Chair welcomed everyone to the first meeting of the Project Board and introductions were exchanged. A special word of thanks was extended to the people who had changed other appointments to attend the meeting.

She remarked that the Development Framework was eagerly awaited and had the potential to change the nursing and midwifery professions. She welcomed the opportunity for NIPEC to work in partnership with a range of colleagues and user representatives.

She added that the time available was limited if the Development Framework was to merge with the implementation of Agenda for Change.

3.0 **Background to the Development Framework**

Miss Paddie Blaney, CE gave a brief presentation of the background to the development framework and there followed a brief discussion.

4.0 **Project Outline**

Mr Brendan McGrath presented an outline of the project and specifically drew members' attention to the following sections:-

4 (i) Proposed Project Objectives

Discussion ensued re. the Aims and Objectives of the project (page 2). Professor Orr suggested that the words 'and personal' be inserted between career and development at point 3.0 (second line) in the Aim. This was agreed.

Professor Hanratty suggested that reference should be made to the new part of the Register for Specialist Community Public Health Nurses. It was agreed to reference this as a footnote. Professor Bradley questioned the term 'synthesise' and this term was clarified by CE.

4 (ii) Proposed Terms of Reference of Project Board

Mrs Van Der Lenden highlighted the incomplete processes in the HPSS for consultation with users. The Chair said that this would be addressed within the Communications section under Reference Groups.

4 (iii) Composition of Project Board

Professor McKenna queried whether there should there be representation from other health and social care professional groups. After a short discussion it was agreed that these would be included as a Reference Group. In response to a query from Miss B Hughes about links with other Regulatory Bodies, CE indicated that NIPEC already had links established with An Bord Altranais and the National Council for Professional Development in Dublin.

4 (iv) Frequency of Meetings of Project Board

It was agreed that Project Board meetings would be bi-monthly and the dates for the next three meetings were already set.

4 (v) Terms of Reference for Project Group

The Terms of Reference for the Project Group were agreed.

4 (vi) Membership of Project Group

Chair remarked that following a request for nominations for 4 practicing nurses/midwives to join the Project Board and asked if the Project Board would be happy that NIPEC may also recruit Project Group members from the nominations to reflect regional and professional representation.

It was agreed that members of the Project Group could be taken from the nominations for the Project Board.

Professor Bradley suggested that people with expertise in NVQ would be valuable and Professor Hanratty suggested that the skills for the project group could be reflective of practice, management, education and research.

Members queried the reference to the CE of NIPEC as Chair of the Project Group. Chair pointed out that the Development Framework was a major part of the NIPEC Corporate Responsibility and thus there was an accountability issue. Following discussion it was agreed that the Project Board would be responsible for overseeing the design of the Development Framework and accepted the proposal.

4 (vii) Project Management

Chair highlighted the tight timeframe for the development framework and proposed that the need was greater for an individual with proven management skills rather than a nursing or midwifery background. She asked the Project Board to consider this issue carefully. Members agreed that an individual with project management skills was the greater need.

4 (viii) Communications

The need for a comprehensive communication system to support communication between Project Board and Project Group was highlighted.

Members accepted this need and the range of methods proposed.

4 (ix) Project Identity

Samples of logos for the Project Board were circulated but were considered unsuitable by the Board members. New logos are to be drawn up for the next meeting.

5.0 Draft Programme for Seminar and Workshop Event on 27th and 28th August 2003

A draft programme for the above was circulated and explained. The desired outcome from the workshop event is the basic structure of the project plan. A final venue for the meeting has yet to be agreed. Potential numbers were taken for the next meeting.

6.0 Date and Time of Next Meeting

27th August 2003 at 4.00pm at a venue to be arranged.