

**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 20 April 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 H McKenna (Education Provider Rep) UU  
Professor M Bradley (Staff Organisations Rep) RCN  
Mrs M O'Hare (Lay member Rep) NIPEC Council  
Professor B McCormack (Nurse Rep) Royal Hospitals HSS Trust  
Mrs M O'Neill (Nurse Rep) Down & Lisburn HSS Trust  
Mr B McGrath, SPO, NIPEC  
Dr T McCance, SPO, NIPEC  
Miss L Barrowman SPO, NIPEC  
Mrs C McCusker Project Manager, NIPEC  
Ms B Hughes (Staff Organisations Rep) RCM  
Ms J Montgomery (IHCP Rep)  
Mrs S Rooney (Nurse Rep) DHSSPS  
Mrs L Coey (Staff Organisations Rep) Unison  
Mr F Rice (DHSSPS Rep) NMAG  
Mrs J Edgar, Information Officer, NIPEC

**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 J Cairns, (DHSSPS Rep) HRD  
Mr S Hodkinson (C.E. Rep) CSA  
Mrs M Gordon (LHSCG Rep) Causeway HSSTrust  
Mrs C Osborne, Project Officer, NIPEC  
Mrs B Coyle (Staff Organisations Rep) CPHVA  
Professor M Hanratty (Education Provider Rep) BMC  
Mrs B Bradley Professional Officer, NIPEC  
Mrs S Cunningham (HSSC Rep) SHSSC

Mrs Maureen Griffith welcomed colleagues to the meeting.

At this point Mrs Maureen Griffith referred to a letter received by Miss Paddie Blaney, Chief Executive, NIPEC from NI HPSS Staff Side Organisations, in response to a meeting Miss Paddie Blaney and Mrs Cathy McCusker had with them.

Project Board members were reassured by Staff Side's response which stated that "in relation to our comment in our letter of 8<sup>th</sup> February that the document does not reflect the work or discussion emanating from the Project Board and would advise you that this relates entirely to the section in the consultation document relating to managing poor performance....we feel this will be more appropriately addressed by the publication of a best practice guide .... Rather than its inclusion in the Development Framework."

Both Mrs Breedagh Hughes and Miss Paddie Blaney stated that the meeting was mutually beneficial and helped to clear up any misunderstanding.

Mrs Maureen Griffith informed the Project Board that Miss Paddie Blaney has sought a three month extension to the Project until end of Mar 2006. All of the agreed Project Timescales will still be met as per the Project Plan. The extension will allow work to continue on the additional development and implementation of the Development Framework components. To facilitate the project extension the:

- Project Manager's secondment has been extended to March 06
- Project Officer Portfolio (Mrs Ciara Osborne) – has taken on broader Development Framework work – and her secondment has been extended for a further 6 months until the end of September 05. NIPEC will advertise for a project officer to work on components of the Development Framework, taking over from Ciara, until the end of the project.
- Julie Edgar, Information Officer, NIPEC has moved into the Development Framework project to assist specifically with the development of the electronic resource.

## **2.0 Minutes of previous Project Board meeting of 16 February 2005:**

Two amendments to the previous minutes: include Professor Martin Bradley in attendance and record Mrs Siobhan Rooney in apologies list rather than attendance list. The minutes of the previous meeting were then agreed as a true and accurate record.

## **3.0 Matters Arising:**

Professor Martin Bradley requested to include a discussion about the evaluation of the responses to the consultation document, if it was not intended to cover this in the agenda. Miss Paddie Blaney stated that the responses to the consultation document were currently being collated by a sub-group (Lesley Barrowman, Tanya McCance and Cathy McCusker) and analysed using NUDist software, as reported in the Project Manager's report. Members of the Project Board requested that they would have an opportunity to have an in-depth review of the responses in order to assist with steering the direction of the various components of the Development Framework. It was agreed that the: Project Board meeting of 15 June 2005 would be used to facilitate this – in workshop format. The Project Manager agreed to forward the consultation report to Project Board members five

**Make amendments to minutes of 16 February 2005**

**Project Board members to receive Analysis of Consultation Responses 5 days prior to PB meeting 15 June 2005.**

working days before the Project Board meeting. Project Board members were also assured that responses would not be sifted to only include positive responses.

#### **4.0 Project Group Report**

Project Group report was previously circulated. Miss Paddie Blaney briefly commented on the Project Group report. Miss Paddie Blaney informed the Project Board members about extending the Project Group membership to compensate for four external members, who due to work commitments, could no longer commit to the project group meetings. Trusts currently not represented on the Project Group and Project Board were contacted with the aim of getting representation from D and E grade Level and Ward Manager, Team Leader, CSM level. The Independent sector has also given a positive response to providing us with a representative.

Mrs Mary Waddell suggested that HPSSRIA should be contacted regarding their inclusion in the Development Framework project. Mrs Maureen Griffith stated she had already written to Mrs Stella Burnside, CEO, requesting a meeting between the Chairs and Chief Executives of NIPEC and HPSSRIA.

#### **5.0 Project Manager's Report**

Project Manager's report was previously circulated. Mrs Cathy McCusker briefly commented on the Project Manager's report. The Project Manager reported that the Project Team was pleased with the 35% response rate to the workforce questionnaire. Mr Mike Stevenson was currently collating and analysing the data and his report would be ready by July/ August 2005. The Project Team will continue to be busy over the next 2 months further developing the components of the Development Framework and enhancing the membership of the Project Group.

#### **6.0 Tender Outcomes, Electronic Resource and Audit of GCP:**

Mrs Cathy McCusker informed Project Board members that the electronic resource tender was awarded to Aurion led by Mrs Maureen Murphy. Aurion has completed work with the University of Ulster and also the Office of Health Management. The Generic Competency Profile tender was awarded to Deloitte, led by Mr Philip Heaton and Mr Mark Colligan who have a lot of experience in developing competency frameworks. The Project Manager thanked Mr John Mone, Dr Tanya McCance and Ms Ann Judge, for their input in the selection process. Miss Paddie Blaney was a non-voting Chair and Mrs Cathy McCusker and Mrs Julie Edgar were observers.

In early May, the PIDs will be agreed with both companies: Dr McCance and Mrs Cathy McCusker will meet with Deloitte and Mr Brendan McGrath, Mrs Julie Edgar and the Project Manager will meet with Aurion. Project Board members will be kept updated with the progress of both projects.

Professor Brendan McCormick warned those working on the Electronic Resource that there were a lot of problems regarding “fire walls” in his Trust which the team working on the electronic resource will have to be aware of and deal with.

## **8.0 Commissioned Research Projects, Implications for Development Framework:**

Dr Tanya McCance presented the paper in relation to An Evaluation of Approaches to Assess Nurses and Midwives Performance and explained the methods for performance assessment used within Northern Ireland, and the implications for the DF project.

Mr Brendan McGrath then presented the summary paper in relation to the Innovative Nursing and Midwifery Roles within Northern Ireland’s HPSS. Brendan informed the Board that the Final Draft will be published by NIPEC. Brendan explained the various cases studies and the relevant role development guide components. Professor Martin Bradley asked was the Role Development Guide nearing completion, Mr Brendan McGrath informed him that he was awaiting the responses from the consultation and in addition he wished to provide some more information in the evaluation stage of the guide.

Professor Hugh McKenna stated that the first two phases of the research project could help enrich the Evidence of Good Practice in Role Development table further.

Mrs Hazel Baird stated that the Managers in her Trust have found the guide invaluable, with regard to innovative roles.

Project Board members found both presentations very helpful, and thanked the officers for their summaries of the implications for the Development Framework.

## **9.0 Economic Evaluation:**

Miss Paddie Blaney delivered a short presentation and tabled a paper on the issues for consideration with reference to the Economic Impact Evaluation of the Development Framework. The issue of determining the financial cost of the Development Framework was raised by Mr Stephen Hodkinson at the first Project Board Workshop (August 2003), and as he was unfortunately unable to be at the meeting today the Project Manager was asked to share this presentation and seek his comments.

Professor Brendan McCormick commented that it was too early to measure the outcomes of the project and suggested devoting a Project Board Meeting to discuss the evaluation questions to be asked and the outcomes to be measured.

Mr Hugh McKenna suggested seeking views from a health economist for example Kieran O’Neill, University of Ulster. Miss Paddie Blaney stated that the Project Manager had been in touch with Susanne Robinson a Health Economist at the University of Birmingham and she had described a lengthy and costly process which would not be feasible for NIPEC to undertake.

**Cathy to seek Mr Stephen Hodkinson’s views & share presentation**

## 10.0 Development Framework Project – Equality Issues

Mrs Cathy McCusker gave a summary on the responses to the Equality Assessment consultation questions. From the majority of responses to the consultation, 76% did feel there wasn't anything to answer. The issue, in relation to the use of computers both at work and home was identified as a significant challenge. Professor Martin Bradley stated that the RCN recent survey demonstrated that Nurses and Midwives within Northern Ireland had the lowest access to computers and the internet both at work and at home, compared to the rest of the United Kingdom. Following the presentation, Project Board members agreed that it was not necessary to undertake an Equality Impact Assessment on the Development Framework. It was suggested that the Project Manager share this information with the Equality Commission to get their opinion on this.

Cathy McCusker to share analysis with the Equality Commission

Mrs Linda Coey and Mrs Siobhan Rooney stated that it was important that Nursing and Midwifery staff should receive training to understand the diversity of the patient and clients they were caring for, this supported the response from the Health and Social Services Council's to this section of the consultation document.

## 11.0 Any other business

It was confirmed that the next Project Board meeting would be mainly devoted to discussing the analysis of the consultation responses, with lunch to be provided at 1.30 pm prior to the Workshop commencing at 2pm.

**Date of next meeting:** 15 June 2005  
**Time:** 2pm Lunch provided at 1.30 pm  
**Venue:** NIPEC Centre House, 79 Chichester Street, Belfast,