

**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 24 August 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  
Prof. M Bradley (Staff Organisations Rep) RCN  
Mrs M Gordon, (LHSCG Rep) Causeway HSSTrust  
Prof. M Hanratty, (Education Provider Rep) BMC  
Mr S Hodgkinson, (C.E. Rep) CSA  
Ms B Hughes, (Staff Organisations Rep) RCM  
Mrs M O'Hare, (Lay member Rep) NIPEC Council  
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 J Edgar, Information Officer, NIPEC  
Dr T McCance, SPO, NIPEC  
Mr B McGrath, SPO, NIPEC

**1.0 Apologies**

Mrs H Baird, (Directors of Nursing Rep) Homefirst HSS Trust  
Ms J Cairns, (DHSSPS Rep) HRD, DHSSPS  
Mrs L Coey, (Staff Organisations Rep) Unison  
Mrs B Coyle, (Staff Organisations Rep) CPHVA  
Mrs S Cunningham, (HSSC Rep) SHSSC  
Mrs E Madden, (Nurse Rep) UCHT  
Ms M Mallon, (Directors HR Rep) Royal Group of Hospitals HSS Trust  
Prof. B McCormack, (Nurse Rep) Royal Hospitals HSS Trust  
Prof. H McKenna, (Education Provider Rep) UU  
Mr J Mone, (Directors of Nursing Rep) Craigavon Area Hospitals Group HSS Trust  
Ms J Montgomery, (IHCP Rep), Clonlee & Massereene Private Nursing Homes  
Mrs M O'Neill, (Nurse Rep) Down & Lisburn HSS Trust  
Mr F Rice, (DHSSPS Rep) NMAG, DHSSPS

Miss L Barrowman, SPO, NIPEC  
Mrs C McCusker, Project Manager, NIPEC  
Mrs C Osborne, Project Officer, NIPEC

Mrs Maureen Griffith welcomed colleagues to the meeting and thanked everyone for attending.

Mrs Maureen Griffith recapped on the progress of the Project to date. She informed the members that significant work was currently underway with the electronic resource provider Aurion, and on the Generic Competency Profile with Deloitte. She commented that the Project Team and the Project Group were also carrying out substantial work on various aspects of the Project such as publications and general communications around the Project.

## **2.0 Minutes of previous Project Board meeting of 15 June 2005**

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

## **3.0 Matters Arising**

There were no matters arising from the previous meeting.

## **4.0 Project Specification Update**

Aurion – Electronic Resource

Mr Brendan McGrath informed the members about the work developing the specifications for each section of the Electronic Resource. He stated that two key factors had come out of the consultation; that it be user friendly and that there was consistency in the design. He stated that it was hoped that all specifications for each section of the Electronic Resource would be signed by Thursday, 25<sup>th</sup> August. The components would then be developed onto the 'nipec' section of Aurion's website for testing purposes. He also informed the members that some of the sections had been renamed; the sections and their order are as follows:

- Portfolio
- Competency Profile
- Learning Activities
- Career Planning
- New Roles

The hosting of the 'nipecdf' web address has still to be confirmed..

Miss Paddie Blaney informed the members that the Portfolio and Competency Profile would be the most interactive aspects of the website and the Competency Profile would allow for assessment of performance. Other areas: Learning Activities, Career Planning and New Roles were "information" components of the website.

Signing off  
of the  
Specifications  
by CE on 25  
August 2005

Miss Paddie Blaney stated that the specification work had been very intensive and it would be possible for Project Board members to see an idea of the final website design at the October Project Board.

Professor Jean Orr asked if there was to be a charge for accessing the Electronic Resource Portfolio, Miss Paddie Blaney explained that there would not be, in view of NIPEC's aim to promote accessibility.

Professor Orr also raised concerns in relation to the Data Protection Act and firewall problems. Mr Brendan McGrath explained the position in relation to the firewall scenario and that there were two options being explored by NIPEC:

- Option 1 – Hosted on an external server or
- Option 2 – Hosted with DIS.

With regards to the Data Protection Act and Freedom of Information, Mr Brendan McGrath had referred to clarification he had received from Mr David Riley, Head of Information Management Branch, DHSSPS

*"... data controller means ... a person who determines the purposes for which and the manner in which any personal data are to be processed"*

NIPEC in relation to the Data Protection Act would produce a data protection policy statement on the website which would also provide clarification regarding NIPEC's intentions and responsibilities regarding the information individuals will store on the website. As NIPEC will not "hold" the information the FOI Act will not apply.

Miss Paddie Blaney informed the members, that the Workforce Research had indicated that 83% of the workforce (n= ) had access to the internet, either at home or at work.

Professor Orr also asked if the Project was to be evaluated. Miss Paddie Blaney stated that there would be an evaluation carried out once the Project had gone live.

Deloitte – Generic Competency Profile

Dr Tanya McCance informed members about work carried out to date. Deloitte began work in May to test the domains and the competencies in relation to modern nursing roles. Deloitte were following a two phase programme; the first phase to run workshops across the province, to test the appropriateness, applicability and utility of the domains and indicators. The second phase would involve testing these with specific teams after phase one has been completed and necessary adjustments made. Dr Tanya McCance stated that the Directors of Nursing within the Trusts and also the Voluntary and Independent sectors have been extremely supportive to Deloitte in relation to running these workshops.

The aim is to have Deloitte capture between 5 to 10 percent of the population, NIPEC staff will have a presence at these workshops, being carried out throughout September and October, 2005.

Miss Paddie Blaney stated that the willingness of the service in supporting these workshops has been tremendous.

Prof Martin Bradley asked would the competency profile testing be finished in time for the Electronic Resource. Dr Tanya McCance explained that it was expected that it would be.

## 5.0 Consultation Report

Mrs Maureen Griffith introduced this item saying she hoped it would be possible to sign the document off. She invited Dr Tanya McCance to take members through the amendments:

- Page 4 – Additional paragraph was added
- Page 6 – Responses from organizations detailed in to a pie chart, indicate where the responses had originated.

The recommendations had not changed but the language had been significantly strengthened. Substantive changes were made in the introduction paragraphs, following the discussions at the last Project Board meeting. There was general recognition that Section 5 was improved.

Following some discussion the following additional suggestions were made:

- That the recommendations be numbered
- That the requirements of the NMC and the mandatory requirements of AfC be consistently addressed throughout the document.
- That the page numbering be checked as some changes had been made

Mrs Maureen Griffith asked if the members where happy to sign off the Report. Some further comments where made in relation to the wording “Nursing and Midwifery” and the need to reference Specialist Community Public Health Nurse (SCPHN’s).

Discussion took place regarding this and the following was agreed:

- that Nurses, Midwives and Specialist Community Public Health Nurses should be referred to as “Registrants” throughout the document and a note to this effect to be made at the beginning and at appropriate places throughout this report and other DF related documents

Amendments  
to be made by  
Cathy  
McCusker

Miss Paddie Blaney stated that the Consultation Responses Report with amendments approved by the Project Board today would be sent for publishing and distribution.

## **6.0 Project Group Report**

Miss Paddie Blaney informed the members that the enhanced membership of the Project Group was proving extremely valuable and it is facilitating excellent feedback to the Project Team's work.

The Project Team has been extremely busy in relation to the aspects already outlined by Mr Brendan McGrath and Dr Tanya McCance, under Agenda Item 4 Project Specifications Update.

## **7.0 Project Manager's Report**

As Mrs Cathy McCusker, Project Manager was on annual leave Miss Paddie Blaney informed the members that the Consultation Responses Report had been signed off, as agreed earlier in the meeting.

Miss Paddie Blaney also reported to the members that there had been a successful appointment to the seconded position of Development Framework Project Officer, she was unable to disclose the applicant's name at present pending receipt of their acceptance. It is hoped that they will commence work within the next two weeks. Ciara Osborne, Development Framework, Project Officer, will be returning to the Royal Hospitals HSS Trust at the end of September 2005.

Miss Paddie Blaney stated that the proof copy of the Portfolio Guide had just been signed off for printing. Distribution is planned for the week commencing 12 September 2005.

The Workforce Development Questionnaire data is currently being analysed and appears to be broadly representative across the age range as compared with DHSSPS data. More detail should be available in October; however, early indicators are that the feedback very much supports the direction NIPEC has taken.

Miss Paddie Blaney reported that there was no variance against the Project plan and that the Project was on target. She noted however, that a significant amount of work will be required over the next six months, which will possibly result in some variance against the project plan.

Mrs Maureen Griffith stated that the Project Team and Project Group should be congratulated on having incurred no variance from the Project Plan to date.

## 8.0 Discussion on DF and Relationships to NMC and AfC

Mrs Maureen Griffith referred to the issue of the DF and its relationship to the NMC and AfC that arose at a number of previous meetings. Members should have received a draft statement which NIPEC had composed to illuminate this issue. Discussion took place regarding the draft statement and it was agreed that the wording should read; "Relationship between the NMC and AfC to the Development Framework."

Professor Martin Bradley stated there needed to be some reference to the NMC requirements wider than the code above, as well as clarification as to how the Development Framework might support the service.

Miss Paddie Blaney stated that the NMC aspects were perhaps worded better in the Consultation Document on Page 9 which stated:

"All nurses and midwives are guided in their practice by the NMC Code of Professional Conduct and related standards, from which the Project Group distilled the following guiding principles to underpin the design of the Development Framework: Accountability, Person-Centredness, and Continuous Learning."

Members agreed this had been more helpful.

Ms Breedagh Hughes stated that the reference to PREP may also need revised and suggested additional wording.

Further discussion took place and it was agreed that the statement could be revised for future Project Board information. Chair asked members to confirm that they were content with the statement proposed, accepting the amendments which would be made. Members agreed to this.

Statement to  
be amended  
accordingly

## 9.0 Dates for Final Project Board Meetings

Mrs Maureen Griffith stated that as the Project had been extended to the end of March 2006, two further Project Board meetings dates have been organized. she asked members to put the following dates in their diaries:

Wednesday, 8<sup>th</sup> February 2006 at 2.00pm  
Wednesday, 22<sup>nd</sup> March 2006 at 2.00 pm

**10.0 Any Other Business**

Members were informed that due to the launch of the “Using and Doing Report” on the 12<sup>th</sup> October, the Project Board meeting will commence at 2.30 pm to facilitate colleagues attendance at both.

**Date of next meeting: 12 October 2005**  
**Time: 2.30 pm**  
**Venue: NIPEC, Centre House, 79 Chichester Street, Belfast.**