

**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 25 August 2004 at 2.00 pm in the Council Room, NIPEC, Centre House, 79 Chichester Street, Belfast.**

**Present**

Mrs H Baird (Directors of Nursing Rep) Homefirst HSS Trust  
Miss P Blaney CE, NIPEC  
Professor J Orr (Education Provider Rep) QUB  
Mrs M Waddell (Board Nurses Rep) EHSSB  
Miss B Hughes (Staff Organisations Rep) RCM  
Mrs M O'Hare (Lay member Rep) NIPEC Council  
Ms S Rooney, (Nurse Rep) DHSSPS  
Mr S Hodgkinson (C.E. Rep) CSA  
Mr J Mone (Directors of Nursing Rep) Craigavon Area Hospitals Group HSS Trust  
Professor H McKenna (Education Provider Rep) UU  
Professor B McCormack (Nurse Rep) Royal Hospitals HSS Trust  
Ms J Montgomery (IHCP Rep)  
Ms M Mallon Director (HR Rep) Royal Group of Hospitals HSS Trust  
Mrs C McCusker Project Manager, NIPEC  
Miss L O'Neill Project Officer NIPEC  
Mrs J Doyle Secretary, NIPEC, Minutes  
Mrs B Bradley Professional Officer, NIPEC

**1.0 Apologies**

Mrs M Griffith (Chair)  
Professor M Bradley (Staff Organisations Rep) RCN  
Professor M Hanratty (Education Provider Rep) BMC  
Ms J Cairns, (DHSSPS Rep) HRD  
Mrs D Van der Lenden (Lay member Rep) SHSSC  
Ms J Smyth DHSSPS (DHSSPS Rep) NMAG  
Mrs M Gordon (LHSCG Rep) Causeway HSSTrust  
Mrs Linda Coey (UNISON)  
Mrs C Osborne Project Officer, NIPEC  
Mr B McGrath SPO, NIPEC  
Ms M O'Neill (Nurse Rep) Down & Lisburn HSS Trust  
Miss L Barrowman SPO, NIPEC

Mrs Hazel Baird acted as Chair of the meeting as Mrs Maureen Griffith is currently on sick leave.

This was to be the last Project Board meeting that Mrs Delia Van der Lenden was to attend before her retirement from Southern Health and Social Services Council. Unfortunately she was unable to attend the meeting and forwarded a message of, "Good luck and success in the future to all staff and members of the Project Board."

Mrs Baird on behalf of members of the Project Board thanked Mrs Van der Lenden for her invaluable commitment to the Project Board

Congratulations were extended to Professor Orr on receiving her C.B.E. and to Professor Hugh McKenna who is now Dean of Faculty of Life and Health Sciences, University of Ulster.

Congratulations were also extended to Dr Tanya McCance on the birth of a baby girl, Melissa on 21 June 2004.

**2.0 Minutes of previous Project Board meeting of 9 June 2004:**

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

**3.0 Matters Arising:**

There were no matters arising.

**4.0 Project Group Report:**

Project Group Report was previously circulated. Paddie Blaney apologised for the number of attachments that had been circulated.

**Action 1- The Learning Resource**

General comment and consensus was given and the Project Board agreed that the list of learning activities was very impressive and that it was important that they were evidence based. It was generally felt the following points should be considered:-

- Category headings should be more user friendly
- Presentation format to be amended as it looks very complex in current format, could a matrix be used?
- Some confusion re exemplar of the Learning Situation ‘Critical Incident’ cognisance needs to be taken of existing definitions and guidelines already in use in DHSSPS.

**Action 2 - Outline of Portfolio work**

General comment and consensus was given for the paper. Paddie informed the Project Board that it is intended to have more a detailed piece online within the Development Framework. Discussion took place and the following points should be considered when producing the paper for this consultation:-

- Portfolio piece needs to be user friendly

**Action 1  
Learning  
Sub-Group to  
review**



**Action 8 – Introduction and Outline of sections of workforce questionnaire**

Paddie Blaney gave an overview of the sections within the questionnaire. It is hoped that a pilot of the questionnaire will be sent out in October to a Trust in Wales. Cathy McCusker and Paddie Blaney have had meetings with Mike Stevenson, Clinical Research Support Centre who will design and undertake the data analysis.

The questionnaire will be sent to all Registered Nurses and Midwives in Northern Ireland.

**5.0 Project Managers Report:**

Project Manager's report previously circulated. Cathy McCusker informed the Project Board that both the Project Team and Project Group had worked extremely hard to pull together their individual work for the Consultation Document.

Hugh McKenna suggested including 'seeking Ethical Approval' in the Risk Management Plan and asked had this been sought for the workforce questionnaire. Paddie Blaney has already discussed this with Mike Stevenson and as the Workforce questionnaire is a survey and not research it is hoped that ethical approval is not required, although advice is being sought from the Ethics Committee.

Hugh McKenna congratulated Cathy on the work and effort to date and commented that people feel part of the process.

**6.0 Project Evaluation:**

Mr Edmund Thom (Head of Corporate Services NIPEC) will attend the Project Board meeting of 15 October 2004.

**7.0 Any Other Business:**

No items raised.

Mrs Hazel Baird (Deputy Chair) congratulated everyone on the enormous amount of work.

Paddie Blaney thanked Mrs Baird for chairing the meeting to-day. The next Project Board meeting is a revised date 15 October 2004.

**Date of next meeting: 15 October 2004**

**Time: 1.00 pm (revised time, lunch at 12.30 pm)**

**Venue: NIPEC  
Centre House, 79 Chichester Street, Belfast**

**ACTION**

**Action  
Cathy  
McCusker to  
include  
seeking  
ethical  
approval in  
risk  
management  
plan**