

**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL FOR NURSING AND
MIDWIFERY (NIPEC)**

Notes of the Project Group Meeting held on 9th January 2004 in Centre House, Belfast

Present:- Paddie Blaney
Kay Kane
Geraldine Connolly
Michaela Barr
Margaret Devlin
Pat McGreevy
Julie McConville
Luke McSorley
Brendan McGrath
Leslie Barrowman

Paddie Blaney welcomed all to the meeting and wished everyone a Happy New Year.

1. Apologies:- Cathy McCusker
Tanya McCance
Therese McKernan

2. Minutes of first Project Group Meeting – 10th October 2003

The minutes of the first Project Group Meeting held on 10th October 2003 were agreed as an accurate record.

3. Feedback from Project Group Team Development Event

Paddie Blaney referred members to the papers distributed to the Project Group via e-mail on 18th December 2003 which included;

- (i) Notes on the 2-day Team Challenge Event
- (ii) Course Objectives and Key Structures (provided by NITD)
- (iii) Project Group Assessment of Personal Skills
- (iv) Workshop Outputs – Heraldic Shields and Values Clarification Exercise

Members acknowledged receipt of the above papers and felt that they were an accurate reflection of the work completed during the 2-day event. Some members suggested amendments to the Project Group Assessment of Personal Skills such as change the title “2 Skills need to develop” to “2 Skills need to develop/enhance”. Mrs Geraldine Connolly requested that “humour” be removed from “2 Skills need to develop/enhance”.

The Project Group Self Assessment of Personal Skills will be amended to reflect the above changes.

4. Values Clarification Exercise

Paddie Blaney referred members to the Values Clarification Exercise and the completed series of statements. She informed the meeting that the Project Board members completed a similar exercise and that the Project Team would compare both pieces for commonly shared views.

Julie McConville raised a concern that the absence of the title Health Visitor from references to Nurses and Midwives would have to be communicated carefully to avoid Health Visitors disengaging from the Development Framework. Paddie Blaney acknowledged her concern and added that this issue had previously been discussed by the Project Board but would remain unclear until the third part of the NMC Register is confirmed.

5. Project Plan

Members were referred to the Project Plan circulated via e-mail on 17th December 2003 and Paddie Blaney asked Brendan Mc Grath to 'walk' members through the document focusing particularly on the Communication and Consultation Strategy, and the Evaluation Scheme. Regarding the Evaluation Scheme, Paddie Blaney added that the Project Board may wish to employ an External Evaluator. This issue would have to be discussed and agreed at the Project Board meeting in February 2004. Margaret Devlin reported that the RCN were employed to carry-out the external evaluation on the REACH Project within the Royal Group of Hospitals. Paddie Blaney asked Margaret if she could share the memorandum of agreement between the 'Royal' and the RCN with Brendan.

Regarding the Communication and Consultation Strategy, Paddie Blaney informed the Project Group that Edmund Thom, Head of Corporate Services, NIPEC, and Cathy Mc Cusker, Project Manager would lead on this piece of work. A brief discussion followed concerning how best to engage with the range of stakeholders and the wider Nursing and Midwifery population. Some Project Group members felt that there would be value in collating a baseline measure of what nurses and midwives understood about the Development Framework from some reference groups. Brendan Mc Grath added that such an exercise should be systematic. Kay Kane clarified the original suggestion as an exploration of how stakeholders wish to be communicated with.

6. Briefing Papers from Phase 1 of Project Plan

Paddie Blaney referred members to the 7 Briefing Papers that were circulated via e-mail on 17th December 2003 and advised that the each paper would be considered briefly.

Paper 1: Policy Context, presented by Brendan Mc Grath. Project Group members suggested some additional Regional Policy and Strategy Papers such as, Review of

Mental Health and Learning Disability, Review of Community Nursing, Draft Strategy on Primary Care and All Ireland Public Health paper “Vision to Action”.

Paper 2: Career Structures, presented by Paddie Blaney. No additional comments received.

Paper 3: Learning, presented by Lesley Barrowman. Project Group members acknowledged the proposed link between portfolio development and recruitment practices.

Paper 4: Roles and Role Development, presented by Brendan Mc Grath, who specifically highlighted the proposal to commission a project adopting the ENRiP methodology within Northern Ireland. The Project Group welcomed this proposal. No additional suggestions made.

Paper 5: Competency, presented by Paddie Blaney on behalf of Tanya Mc Cance. No additional comments made.

Paper 6: Performance, presented by Paddie Blaney on behalf of Tanya Mc Cance, who highlighted the proposal to commission a project to explore performance measurement techniques from the literature and examples of their application from within the Public Sector. No additional suggestions made.

Paper 7: Workforce Profile, presented by Paddie Blaney who highlighted the proposed project to profile the nursing and midwifery workforce within Northern Ireland and the intention to recruit a Project Officer to lead on this project. No additional suggestions made.

Paper 8: Outline of Commissioning Brief.

Paddie Blaney referred members to the Outline of the Commissioning Brief and highlighted that to date; two projects had been identified;

- (i) Performance Measurement, and;
- (ii) Exploration of new nursing and midwifery roles in Northern Ireland, borrowing from the methodology from the Exploring Nursing Roles in Practice (ENRiP) project (1998), SCHARR University of Sheffield. The commissioning process would be conducted in partnership with the R&D Office and the timetable was set out in the briefing paper.

7. Composition of Working Groups

Paddie Blaney outlined the composition of the Project Team as follows:-

Project Manager – 1 w.t.e.

Secretary – 1 w.t.e.

Paddie Blaney – p.t.

Senior Professional Officers x 3 – p.t.

HCS – p.t.

IT Dept x 2 – p.t.
Librarian – p.t.
Project Officer, Workforce (full-time, 12 month-secondment)
Project Officer, Learning & Portfolios (full-time, 6 month-secondment)

Following some discussion on the need to establishing sub-groups to support the Communication and Consultation Strategy and the Workforce Project, Project Group members were invited to nominate themselves to one of the 3 core Subgroups on Roles and Career Structures, Performance incorporating Competency and Learning. The composition of the sub-groups is detailed below:

Project sub-groups

| | |
|-----------------------------------|--|
| Learning – | Leslie Barrowman (Chair) Margaret Devlin Pat McGreevy |
| Roles and Careers – | Brendan McGrath (Chair) Mrs Geraldine Connolly Mrs Julie McConville |
| Performance – | Tanya McCance (Chair) Luke McSorley Kay Kane Michaela Barr (interest in poor performance) |
| Communication & – Consultation | Edmund Thom (Chair) Cathy McCusker Michaela Barr Delia Van Der Leden |
| Workforce - | Cathy McCusker (Chair) Michaela Barr Thérèse McKernan Project Officer |

The Chair of each Sub-group would now prepare a draft work plan for discussion with respective sub-group members.

8. Future Project Group working and communication

Paddie discussed how meeting of sub-groups would work. It was agreed that the Project Group sub-group would start their meeting at 9.30 giving 1.5 hours to this and then to feed-in into the full Project Group Meeting. Lunch will be available at future meetings.

At the next Project Group meeting, the Project Board will be invited to join the Project Group for lunch from 1.00pm – 2.00pm. Project Group members who wish to, can attend the Project Board meeting at 2.00pm. Sub-group updates can be taken as the first item on the Project Board Agenda.

Brendan Mc Grath circulated instructions on how Project Group members could access the “private” area set-up on the NIPEC website. Documents will be “read only”. Members will be able to download the documents, but will not be able to amend the content. Comments will have to be sent back to the Chair of the Sub-group via e-mail. Hyperlinks will be created to any relevant documents available on-line.

9. Any other business

Margaret Devlin informed the meeting that the RCN Accreditation Unit is meeting with her on 15 January 2004. Any information will be useful to the Performance and Competency Sub-group.

Paddie Blaney informed the group that the NMC were embarking on a Post Registration Nursing Review and that NIPEC had submitted a paper detailing the Development Framework. She also informed the group that Brendan Mc Grath was scheduled to deliver a presentation on the Development Framework to four Northern Target training events during January 2004.