

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

DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES

**Minutes of Project Group
10 June 2005 at 9.30 am
NIPEC
Centre House
79 Chichester Street
Belfast**

Present:

Lorraine Adair (Lead Cardiology Nurse, CAHGT)
Paddie Blaney (Chair, Project Group)
Barbara Bradley (Professional Officer, NIPEC)
Geraldine Connolly (update Practice Nurse Facilitator, SHSSB)
Liz Dodds (Ward Manager, Interim Assessment & Treatment Centre, ADHSST)
Jenny Donnan (Clinical Educator, NI Hospice)
Julie Edgar (Information Officer, NIPEC)
Elaine Madden (Lead Midwife, UCHT)
Heather Maxwell (Nurse Manager, Abbeylands Nursing Home, Four Seasons)
Tanya McCance (Senior Professional Officer, NIPEC)
Cathy McCusker (Project Manager, NIPEC)
Brendan McGrath (Senior Professional Officer, NIPEC)
Fiona McGuigan (Practice Development Facilitator, North & West Belfast Trust)
Thérèse McKernan (Director of Human Resources, Greenpark Trust)
Luke McSorley (Nurse Teacher, N&WB In-service consortium)
Ciara Osborne (Project Officer, NIPEC)

1 Apologies:

Karen Craig (Staff Nurse, A & E Depart, Mater Hospital)
Margaret Devlin (REACH Project Officer, RGHT)
Judy Houlihan (Nurse Development Officer, Foyle HSS Trust)
Julie McConville (Lecturer/Practitioner Health Visiting, C&BCT & UU)

Paddie welcomed all the new members to the meeting. She gave a brief explanation of the project structure and role of the Project Group and members. She encouraged the new members to bring their ideas to the Group, share group discussions with work colleagues and she hoped that they would find their

involvement in the project personally and professionally stimulating and challenging.

2 Minutes of meeting:

The minutes of 20 May 2005 were agreed as a true and accurate record.

Paddie informed the Group that NIPEC had advertised a secondment opportunity for a Development Framework Project Officer. Although, there were some expressions of interest, only 1 application has been received. Shortlisting will take place later today and the interviews are planned for the 28 June 2005. The interview panel will consist of Stella Cunningham (Chief Officer, SHSSC, Project Board member), Brendan McGrath (SPO) and Paddie Blaney (Chair).

Paddie also confirmed that the new Project Group members had received a draft copy of the Portfolio guide, She encouraged them to share it with their work colleagues and inform the Project Group of their views. Paddie informed the group that following positive feedback from nurses and midwives in HPSS it is planned to publish the Portfolio guide in August 2005 after passing it through NIPEC's Clearing House, responsible for proof reading all NIPEC publications.

3 Getting to know you Exercise

Cathy facilitated this part of the meeting. Paddie explained that the original members of the Project Group participated in a team building exercise in December 2003 when the Project had just commenced. The purpose of this 'getting to know you exercise' was to give all Project Group members an opportunity to get to know each other. The exercise involved each member designing their own web page and then sharing it with between 2 and 3 other people, whom they didn't know. Following this each member of the Project Group would provide feed back to the wider group on an individual they were partnered with. Group members shared information on the 3 qualities or skills the individual brought to the Project Group and the individual's expectations of the Development Framework. Cathy thanked everyone for their participation in the exercise and hoped they found it beneficial. She commented on the similarity of individuals' expectations and the complementary skills and qualities of group members.

4 Publication Scheme

Paddie delivered a presentation on NIPEC's publication scheme; she explained the objectives of the scheme (sharing information, getting engagement, keeping the Development Framework 'live'). Paddie informed members that NIPEC used

Distribution list to be share with Project Group Members.

two methods to distribute publications: via a Distribution List incorporating all key stakeholders in Northern Ireland and relevant individuals in UK and Republic of Ireland and via the NMC Registrant List. Documents already published and on NIPEC's web site were identified as well as proposed future publications. Paddie asked Cathy to issue a copy of the distribution list used for the Consultation Document to Group members. She asked group members to identify individuals who are missing and should be included in future distributions.

Previous Publications	Distribution
DF leaflet (Feb 2004)	to HPSS and Independent Sector organizations employing Nurses and Midwives, other Public Sector organizations including Health Centres, Health Councils and Libraries
Consultation Document (Nov 2004)	291 key stakeholders throughout Northern Ireland, UK and Republic of Ireland a total of 2,000 copies
Workforce Questionnaire (Feb 2005)	Approx 21,400 nurses and midwives, working in NI, via registrant list
Proposed Publications	
Development Framework Part 1 – Portfolio Guide (Aug 2005)	Nursing and midwifery registrant list and modified consultation distribution list, nursing and midwifery stakeholders only
Consultation Responses Report (Sept 2005)	Consultation distribution list
Commissioned Research Projects (Sept 2005)	Modified consultation distribution list, nursing and midwifery stakeholders only, Also on UU's web site
Workforce Report (Nov 2005)	Modified consultation distribution list, nursing and midwifery stakeholders only
Development Framework Final Report (Dec 2005)	Distribution Proposed March 2006. Once approved by DHSSPS distributed via modified consultation distribution list, nursing and midwifery stakeholders only
Development Framework Part 2 – Components (Mar/Apr 2006)	- Nursing and midwifery registrant list & modified consultation distribution list, nursing and midwifery stakeholders only

Paddie asked group members for their comments on the publication scheme outlined. Jenny commented that she had not known much about NIPEC before becoming involved in the Project and asked if NIPEC delivered presentations in organisations. Paddie confirmed that this was the case and although NIPEC was a small organisation, herself and the Officers welcomed invitations from organisations to speak to staff and update them on NIPEC's work. Paddie asked group members to also help NIPEC in its communication strategy by updating their work colleagues on the Development Framework project.

Heather asked, had consideration been given to publishing the Development Framework documents in different languages, as there are many overseas staff in the independent sector. Paddie stated that this had been discussed at the last Project Board meeting and she suggested that NIPEC could seek the views of some overseas colleagues regarding their views on the documents for ease of reading. Cathy suggested that Heather share the Portfolio Guide with some of her overseas colleagues to get an early indication of their comments.

Barbara informed members that within the Portfolio Guide there is a specific section for newly qualified nurses. It explains the difference between the Portfolio pre-registration students build and maintain and the one that is required for registrants to demonstrate their continuous professional development.

Heather asked if overseas students on adaptation courses received NIPEC's promotional material and information on the Development Framework. Paddie asked Cathy to speak to Edmund to ensure all participants on adaptation programmes receive NIPEC's promotional packs. Luke suggested that return to practice students (for nursing and midwifery) should also be considered.

Paddie shared with the group NIPEC's new corporate designs. She explained that the Development Framework will have its own colours within the NIPEC range. Specific colours would then be allocated to individual Development Framework publications with NIPEC's and Development Framework logo on the front cover.

5 Any other business:

Paddie informed the group that Deloitte, the company testing the Generic Competency Profile in HPSS and the independent sector, are in the process of contacting heads of Nursing in the relevant organisations. They will invite nurses and midwives in the various organisations to attend face to face events during August and October to test the Generic Competency Profile.

Paddie also reported that Maureen Murphy, MD of Aurion, the company developing the online Development Framework, had met with Project team members to commence its design. Group members were encouraged to visit the electronic resource pilot website to keep up-to-date with the progress of the online resource: www.aurion.co.uk/clients/nipec username: nipec; password nipec.

Paddie confirmed the date and time of the next Project Group meeting. She suggested that Cathy check group members' availability closer to the time in case the meeting will be affected by low numbers if many people are on annual leave.

ACTION

Heather to share Portfolio Guide with overseas nursing staff in her Nursing Home.

Cathy to talk to Edmund re promotional material for students on Adaptation Programmes & RTP programs

Cathy to check Project Group members' availability for July Project Group meeting

Date of next meeting: 22 July 2005

Time: 9.30 am – 12.30 pm Lunch provided

Venue: NIPEC
Centre House
79 Chichester Street
Belfast
BT1 4J