

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

**DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES**

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

**Present:**

Paddie Blaney (Chair, Project Group)  
Lorraine Adair (Lead Cardiology Nurse, CAHGT)  
Liz Dodds (Ward Manager, Interim Assessment & Treatment Centre, ADHSST)  
Elaine Madden (Lead Midwife, UCHT)  
Julie McConville (Lecturer/Practitioner Health Visiting, C&BCT & UU)  
Fiona McGuigan (Practice Development Facilitator, North & West Belfast Trust)  
Luke McSorley (Nurse Teacher, N&W In-service consortium)  
Ciara Osborne (Sister, A&E Department, Royal Group of Hospitals Trust)

Barbara Bradley (Professional Officer, NIPEC)  
Angela Drury (Project Officer, NIPEC)  
Julie Edgar (Information Officer, NIPEC)  
Tanya McCance (Senior Professional Officer, NIPEC)  
Cathy McCusker (Project Manager, NIPEC)

**1 Apologies:**

Geraldine Connolly (Primary Care Facilitator, SHSSB)  
Karen Craig (Staff Nurse, A & E Depart, Mater Hospital)  
Margaret Devlin (Developing Practice Manager, RGHT)  
Jenny Donnan (Clinical Educator, NI Hospice)  
Judy Houlihan (Nurse Development Officer, Foyle HSS Trust)  
Heather Maxwell (Nurse Manager, Abbeylands Nursing Home)  
Linda McAteer (Staff Nurse, A&E BCH)  
Pat McGreevey (Lecturer/Practitioner Mental Health Nursing, DLT & UU)  
Thérèse McKernan (Director of Human Resources, Greenpark Healthcare Trust)

Lesley Barrowman (Senior Professional Officer, NIPEC)  
Brendan McGrath (Senior Professional Officer), NIPEC

Paddie Blaney welcomed everyone to the meeting and extended a warm welcome to Jackie Rodgers (Midwifery Sister, UCHT) who is work shadowing Elaine Madden.

Paddie Blaney stated that this would be Tanya McCance's last meeting and congratulated and wished her well in her new post as Reader of Nursing Research & Practice Development, joint appointment with University of Ulster and the Ulster Community and Hospitals Trust. Paddie thanked Tanya for all her valuable work especially her extensive contribution to the performance and competency component of the Development Framework and the Competency Profile.

## **2 Minutes of meeting:**

The minutes of 23 September 2005 were agreed as a true and accurate record and all action points had been addressed.

Paddie Blaney confirmed with members that they had all received a copy of the Portfolio Guide and relayed the positive feedback received to date, Ciara Osborne also relayed the positive feedback she had received. Members were asked to check in their departments for anyone who didn't receive a copy of the guide to get in touch with NIPEC and one would be posted to them.

Paddie Blaney reported that the Consultation Responses Report and Roles Research Report were now printed. Distribution for these and the Performance Research Report are planned for the end of November 2005. She also confirmed the publication of a series of Development Framework foundation papers towards the end of March 2006. It is planned to produce Development Framework Part II in DVD format, guiding registrants on how to use the nipecdf website. Again this it is planned to send this to all registrants.

## **3 Deloitte 'Competency Profile Testing' - Update**

Cathy informed the Group that the 'Competency Profile' testing sessions had been completed with the 18 HSS Trusts and NIPEC staff had attended all sessions. Around 1200 had attended the sessions, and Cathy wished to thank the Directors of Nursing and co-ordinators in the Trusts for facilitating attendance at the sessions. There are a number of targeted sessions planned to test the 'additional indicators for more senior roles with the following: NIPEC Links Network, Education Providers and the Independent Sector.

Phase 2 of the pilot will commence at the end of November beginning of December with 3 to 4 sites which Deloitte will confirm when Tanya McCance and Cathy McCusker meet with them on Friday 11<sup>th</sup> November.

Tanya McCance reported that she and Paddie Blaney had reviewed the performance indicators for all the domains. Although the essence of the majority of indicators remains unchanged the following changes were suggested:

- slight change to wording to fit in with a more user friendly approach
- splitting an indicator due to 2 indicators in 1
- deleting an indicator due to duplication or wording that embraced the essence of the domain
- moving indicators that fitted better within other domains.

These suggestions will be shared with Deloitte and along with the findings from Phase 1, and Deloitte's expertise in this field, the Competency Profile will be refined for Phase 2 testing.

#### 4 'nipecdf' website - update

Paddie informed the members that the next Project Group meeting would be held at the College of Nursing and Midwifery, Ulster Hospital, Dundonald. Project Group business would be covered first and the rest of the time would be spent testing the website. Cathy informed the group that the website would also be tested with at least 100 registrants, of various grades, disciplines, gender, ethnicity and computer literacy, (two sessions per venue) as follows:

Monday, 28 November 2005	UCHT
Tuesday, 29 November 2005	DLT
Wednesday, 30 November 2005	Altnagelvin
Monday, 5 December 2005	Craigavon
Tuesday, 6 December 2005	Hospice & Abbeydene Nursing Home
Thursday, 8 December 2005	United and Homefirst
Thursday, 15 December 2005	Project Group (am), Managers (pm)

Cathy stated that Angela Drury and Julie Edgar would facilitate the sessions and she would help out as required. Maureen Murphy, Aurion would lead the sessions on 28<sup>th</sup> November and 15<sup>th</sup> December.

#### 5 Outline for December Project Group Meeting

Cathy reiterated that the next Project Group meeting would be held at the College of Nursing and Midwifery, Ulster Hospital. However, as the parking at the Ulster Hospital site is extremely difficult, it had been decided that taxi's would be provided for members who wish to avail of them from Centre House, to the Ulster Hospital site. Julie would be in touch nearer the time to confirm numbers in order to book taxi's. Cathy stated that Angela, Julie and herself

### ACTION

Tanya McCance to share 'PI' changes with Deloitte

Angela and Julie to facilitate, testing of website.

would be remaining at the Ulster site in order to facilitate the Manager's session in the afternoon.

Cathy expressed her thanks to all the Trusts and Project Group members for their cooperation and help facilitating these sessions. Julie Edgar will distribute fliers to organisations on receipt of the names of those nominated to attend website testing sessions. The fliers are designed as personal invites and provide some information relating to df and the website.

## 6 Career Development and Planning Guidance

Cathy informed members that NIPEC were planning to publish guidance for registrants on completing application forms and preparing for and attending interviews. Paddie asked that members split into two groups and discuss the draft guidance on: completing an application form, preparing for interview and attending an interview. The draft guidance would also be shared with HR to seek their advice on best practice and it would also be augmented with best practice advice from the Institute of Employment Studies, prior to finalising it. Once published the information would also be available on the website in a pdf as well as booklet(s) format. The two groups provided feedback with regard to:

- general views on the guidance provided
- any gaps
- identify areas that require more information, or clarity, or which currently pose difficulties
- any additional comments.

The discussion proved very useful and the Group were happy with the overall content of the guidance they reviewed. They highlighted some common pitfalls for applicants and interviewees, which needed to be included in the guidance which, were recorded on a flip chart. Cathy McCusker thanked members for their contribution and stated she would share the information with Brendan McGrath, to enhance the draft guidance before seeking HR expertise.

## 7 Any other business

None

Tanya thanked everyone for their contribution and reiterated that the next meeting would be held on:

**Date & time of next meeting:** 15 December 2005 9.30 am–12.30 pm  
**Taxi Leaving NIPEC:** 9.00am  
**Venue:** College of Nursing and Midwifery  
Ulster Hospital  
**Taxi leaving Ulster Hospital:** 12.35pm

## ACTION

**Julie to distribute fliers.**

**Cathy to share feedback with Brendan McGrath to revise guidance**