

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

**DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES**

**Minutes of Project Group  
11 February 2005 at 9.30 am  
NIPEC  
Centre House  
Chichester Street  
Belfast**

**Present:**

Paddie Blaney (Chair, Project Group)  
Cathy McCusker ( Project Manager, NIPEC)  
Elaine Madden (Practice Development Midwife, UCHT)  
Margaret Devlin (REACH Project Officer, RGHT)  
Lesley Barrowman (Senior Professional Officer, NIPEC)  
Tanya McCance (Senior Professional Officer, NIPEC)  
Brendan McGrath (Senior Professional Officer, NIPEC)  
Barbara Bradley (Professional Officer, NIPEC)  
Ciara Osborne (Project Officer, NIPEC)  
Louise O'Neill (Project Officer, NIPEC)  
Jacqueline Doyle (Secretary NIPEC)

**ACTION**

**1 Apologies:**

Geraldine Connolly (Practice Nurse Facilitator, SHSSB)  
Pat McGreevey (Lecturer/Practitioner Mental Health Nursing, DLT & UU)  
Luke McSorley (Nurse Teacher, N&WB Inservice consortium)  
Michaela Barr (Consumer Services Manager, NHSSB)  
Lorraine Adair (Lead Cardiology Nurse, CAHGT)  
Siobhan Rooney (Project Director, Review of Community Nursing DHSSPS)  
Clinton Stewart (Senior Nurse Manager, Muckamore Abbey Hospital, NWBT)  
Kay Kane (Nurse Manager, District Nursing, SEBT)  
Julie McConville (Lecturer/Practitioner Health Visiting, C&BCT & UU)  
Thérèse McKernan (Director of Human Resources, Greenpark Trust)

Paddie welcomed everyone to the meeting and gave a list of apologies received.

Paddie took this opportunity to comment on the list of apologies. The last 3 project group meetings have suffered from low attendance by external Project Group members. The input from external members has been vital and

invaluable to date and is essential for the continued success of the project. Therefore, Paddie stated that as Chair she must address the reason(s) for the low attendance and asked for comments from those present.

Margaret Devlin commented that one of the reasons may be related to the immense pressure those currently involved in AfC & KSF were under. Lesley commented that the change in format of the workshops may have had an effect.

Paddie stated that Cathy would be in touch with external members to ask them, if they wished to continue to be involved in the project and if there is a need to revise the format of Project Group meetings to ensure we maximise the invaluable input from external group members.

**2 Minutes of meeting:**

The minutes of 21 January 2005 were agreed as a true and accurate record with one amendment at 3.1 to add Links Supervisors ' of Midwives'. All action points were met.

**3 Consultation Period:**

**3.1 General feedback and responses to date:**

Cathy reported that 12 responses have been received to date. Cathy, Lesley and Tanya have formed a sub-group to analyse the responses received and feedback to the Project Team & Group the themes resulting from the consultation. Generally the feedback to date is positive.

Margaret Devlin stated that the response proforma on the website was in Adobe format and thus she could not complete it online. Cathy stated she would ensure this would be changed as the proforma was specifically requested to be produced as a word document.

**4 Workforce Questionnaire:**

Cathy highlighted that the final version of the workforce questionnaire had been forwarded to the printer and the proof for final approval should arrive today. The questionnaire will be posted to all nurses and midwives on the NMC register domiciled in Northern Ireland and the counties of Sligo, Donegal, Leitrim, Monaghan, Cavan and Louth. The questionnaires will be posted on 25 February 2005, a reminder card will be distributed to everyone 11 March 2005 and the closing date for responses to questionnaires is 25 March 2005. Mike Stevenson, Clinical Research Support Centre will undertake the analysis. The analysis has been costed on the basis of the responses received from the pilot questionnaire (52% response rate). Tanya warned that this was unlikely to be achieved for the main questionnaire, everyone agreed with this statement.

Cathy stated that David McCavery was assisting with the publicity for the questionnaire by developing an approved press release for the media.

**ACTION**

**1. Cathy to contact external PG members re membership**

**2. Jackie to amend minutes**

**3.1 Cathy to get online proforma amended**

**5. Generic Competency Profile Tender:**

Paddie stated that the tender for the Generic Competency Profile would set out to test the Generic Competency Profile seven domains and performance indicators in the Consultation Document. The tender hopefully will attract companies who have previously undertaken similar work. It is hoped that the tender will be advertised within the next couple of weeks with the interviews for short listed applicants to take place first week in April 2005 and work to commence immediately.

**6. Development Framework Online Resource**

Paddie stated that a tender is being drawn up to create the online Development Framework resource, this will be advertised with the Generic Competency Profile tender and applicants interviewed during the first week in April 2005.

Paddie shared with the group that Cathy delivered a presentation on the Development Framework online resource to Nurse Leaders Network on 4 March 2005 which was very well received. Cathy would now take Project Group members through the presentation. Everyone was encouraged to make comments throughout the presentation. Ciara would follow with a couple of slides on the portfolio section to date.

**Comments**

- Need to ensure data protection for individuals personal Development Framework information
- Allow individuals to select who they wish to view sections of the portfolio
- Re curriculum vitae (cv) – include how to use a cv effectively
- Provide different models of reflection – encourage individuals to be flexible
- Need to include levels of access in the electronic resource
- Encourage students to help others develop their portfolios
- Simplicity is the key to keeping a portfolio
- Demonstrate links between Generic Competency Profile and NHS KSF

**7. Any other business:**

Paddie referred again to the workforce questionnaire and shared with the group the eight sections included in the questionnaire.

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| 1. Personal & Biographical Information                     | 5. Identified L&D needs in your current role       |
| 2. Professional Information                                | 6. Continually developing competence & performance |
| 3. Current Employment Situation                            | 7. Changing your job                               |
| 4. Personal & Professional Development In your current job | 8. About NIPEC                                     |

**Date of next meeting: 25 March 2005**

**Time: 9.30 am – 12.30 pm Lunch provided**

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

