

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

**DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES**

**Minutes of Project Group  
14 May 2004 at 9.30 am  
NIPEC  
Centre House  
Chichester Street  
Belfast**

**Present**

Paddie Blaney  
Tanya Mc Cance  
Lesley Barrowamn  
Brendan McGrath  
Kay Kane  
Pat McGreevy  
Luke McSorley  
Cathy McCusker  
Barbara Bradley

**1 Apologies**

Geraldine Connolly  
Margaret Devlin  
Thérèse McKernan ( attended Sub-group only)  
Julie McConville ( attended Sub-group only)  
Michaela Barr ( attended Sub-group only)  
Lorraine Adair ( attended Sub-group only)  
Anne McVey ( Attended Sub-group only)  
Elaine Madden ( attended Sub-group only)  
Siobhan Rooney  
Clinton Stewart

Paddie Blaney welcomed everyone to the meeting.

**2 Minutes of the Previous Meeting dated 7 April 2004:**

- 2.1 The minutes of the previous meeting to include one amendment, Luke McSorley to be included in the list of apologies. The minutes were then agreed as a true and accurate record. All action points on the previous minutes have been carried out with the exception of point 3.2 regarding contacting Liz McNulty. Cathy McCusker will be attending an NMC meeting on 29 June 2004 and either Paddie Blaney or Cathy McCusker will contact Liz McNulty with regard to poor performance.

**ACTION**

**ACTION**

**3 Reschedule of Project Group meetings:**

3.1 Paddie explained that on the 16 June 2004 the Sub-Groups will finish early and that there will be no Project Group meeting that day as there is a NIPEC Council meeting commencing at 2.00 pm. The Sup-Group meeting on the 16 June will begin at 9.30 am and finish no later than 1.30 pm.

3.2 Luke McSorley and Kay Kane will be unable to attend the Sup-group meeting of 23 July as they will be on annual leave. Paddie Blaney then said that she understood that people will have annual leave commitments within July and August.

Paddie also said that she may be on leave on the 17 September and would also not be available on the 13 October as she will be speaking at a NATN conference. After this discussion the revised schedule for Project Group meetings were agreed.

3.3 At this point Paddie Blaney referred to the new members of the Roles and Careers Sub-Group.

Clinton Stewart, Senior Nurse Manager  
Elaine Madden, Practice Development Midwife  
Siobhan Rooney, Project Director  
Anne McVey, Director of Nursing  
Lorraine Adair, Lead Nurse, Cardiology

At the Sub-Group meeting earlier Lorraine Adair had accompanied Anne McVey. Brendan to speak with Anne regarding Lorraine's attendance and Membership of Roles and Careers Sub-Group.

3.4 Brendan McGrath raised the point concerning the 4 new members joining the Roles and Careers Sub-Group, in that they may have difficulty attending the Project Group meetings in the afternoons. Brendan also stated that although Geraldine Connolly had not been available for the last 2 Project Group meetings that she has met with Brendan to keep up to date with the Sub-Group work, and she has contributed to the Sub-Groups on-going work.

3.5 Paddie Blaney at this point stated the importance of Project Group members attending both the Sub-Group meetings and the Project Group meetings. The Project Group meetings allow all to come together to hear the work of the different Sub-Groups and therefore agree the direction of the Sub-Groups in terms of the work to be carried out.

**Brendan to  
clarify  
membership  
of Sub-  
Group**

**4 Project Officer – Learning & Portfolio:**

4.1 Paddie updated the group regarding the Project Officer post. Ciara Osborne (A & E sister, Royal Hospitals Trust) has been appointed. Ciara will join the Learning and Portfolio Sub-Group and will commence post on 1 June 2004.

**4.2 Workforce Project Officer:**

The above post had been advertised for a second time. Five people applied and three were short listed. Two of the applicants withdrew before the interview date and one applicant withdrew on the day of interview. However Thérèse McKernan identified that there was a potential to have an Under Graduate student from the University of Ulster, specialising in Human Resource Management. The BA (Hons) students are looking for 12 month work placements. However if appointed this person would not be able to do all the work previously envisaged within the post. It is hoped that with supervision they will complete most of the work required.

**4.2 Paddie Blaney is following up with Hugh McPoland**

**5 Commissioned Projects:**

The two Commissioned Projects were awarded at the end of April.

5.1 An exploration of innovative nursing and midwifery roles within Northern Ireland's HPSS was awarded to Professor Hugh McKenna and his Team, University of Ulster.

5.2 An evaluation of approaches to assess nursing and midwifery performance was awarded to Dr Vivien Coates and her team, University of Ulster.

These Projects are already underway and the Project Group will be kept up to date on developments.

**6 Evaluation Scheme of the Development Framework Project :**

6.1 Brendan McGrath identified the proposed process for the evaluation. The Project Evaluation has been structured using the following framework:

- Project Management structures and progress reporting
- Delivery of significant milestones identified in the project plan
- Quality assurance of project outputs
- Evidence of rigor
- Partnership development
- Risk management

6.2 Paddie then elaborated regarding the above and identified that Edmund

Thom (Head of Corporate Services for NIPEC), will be leading this Evaluation Scheme. Edmund Thom will be meeting with Project Group and Project Board members from time to time throughout the whole Project to gain feedback on the project processes.

## **7 Feedback from Sub-Groups:**

### **7.1 Learning and Portfolio Sub-Group**

Lesley reported that the group had identified a range of learning activities and related categories and that they would develop a brief descriptor of each activity, limited to available supporting literature, to aid the understanding of the range of learning activities identified. They will provide guidance for employers and individuals on how to make the most of these learning activities in relation to improving performance and role development. The categories of learning activities they identified are as follows:

- Learning from organizational perspectives
- Learning from adverse events
- Formal/ traditional learning
- Learning from others
- Learning with others
- Experiential learning

See attached Learning & Portfolio Sub-Group report.

### **7.2 Performance and Competency Sub-Group**

Tanya stated that within the Sub-Group they developed the Poor Performance definition and have linked it with the Performance definition which includes capability, willingness and opportunity to perform. Tanya asked Cathy to distribute the draft paper prepared by the Sub-Group regarding Definitions to be sent to all Project Group members asking them for their comments and feedback.

Tanya then gave 5 underpinning values which the Sub- Group identified.

- Accountability
- Leadership
- Continuous improvement
- Person centeredness
- Integrity

## **ACTION**

**7.1 Lesley Barrowman to draft definitions**

**7.2 Cathy to distribute draft paper and ask for feedback before 28 May**

**ACTION**

These are necessary in using the competency Framework. There will be 5 – 6 Core Competencies against the 7 competency areas. See attached Sub-Group report for further detail.

It was also agreed that Paddie Blaney will chair the Performance and Competency Sub-Group when Tanya McCance is on Maternity leave.

See attached Sub- Group report.

7.3 Roles and Careers Sub-Group:

Working on the theme of `Broad Role Development` the Sub-group reported that there was a lack of literature relating to this particular subject and thus they had explored some strategic documents particularly `Developing Better Services`. Refer to attached Sub-Group report.

The Project Group felt that the Sub-Group had focused too much on the Competencies required for Broader Role Development rather than the Principles to guide a manager when considering developments of this type.

Following discussion Kay Kane suggested a four stage framework.

- 1 Why is the role Development required
- 2 In what way will this be developed
- 3 What factors need to be in place
- 4 How will/should this change be managed

Paddie suggested that the Sub-Groups also consider definitions for Individual And Broader Role Development.

Pat McGreevy referenced literature detailing a `Strategic Staircase` This may be useful for Sub-Group to review. Tanya commented that she was able to see the link with the Competency Framework.

Brendan may use the Project Team to do some more detailed work.

**8 Any other business:**

- 8.1 It was agreed by the remaining members of the Project Group that at the next Project Group meeting of 16 June 2004 each chair of the Sub-Groups will do a 20 minute presentation for the whole of the Project Group regarding updates of ongoing work within the Sub-Groups.

This will help inform all of the Project Group members of on going work. It was decided that this will take place on 16 June 2004 from 9.30 am – 10.30 am.

The format for Project Group meetings will be as outlined below:

9.30 am - 10.30 am	Updates from Chairs' of Sub-Groups
10.30 am – 2.00 pm (to include lunch)	Individual Sub-Group meetings
2.30 pm – 3.30 pm	Project Group meeting

The only exception will be the meeting scheduled for 16 June 2004. There will be a NIPEC Council Meeting at 2.00 pm.

- 8.2 Cathy informed the members that this will be Tanya's last Project Group meeting before going on maternity leave. Paddie commended the input and contribution Tanya had made to date and this was also commended by all the members of the Sub-Group. Everyone wished her well.

**Date of next meeting: 16 June 2004**

**Time : 9.30 am**

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

**ACTION**

**8.1 Chairs' of Sub-Groups to prepare a 20 minute presentation re update of work.**