

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

DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES

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

Present:

Paddie Blaney (Chair, Project Group)
Cathy McCusker (Project Manager, NIPEC)
Margaret Devlin (REACH Project Officer, RGHT)
Lesley Barrowman (Senior Professional Officer, NIPEC)
Pat McGreevey (Lecturer/Practitioner Mental Health Nursing, DLT & UU)
Lorraine Adair (Lead Cardiology Nurse, CAHGT)
Barbara Bradley (Professional Officer, NIPEC)
Thérèse McKernan (Director of Human Resources, Greenpark Trust)
Julie Edgar (Information Officer, NIPEC)

1 Apologies:

Geraldine Connolly (Practice Nurse Facilitator, SHSSB)
Luke McSorley (Nurse Teacher, N&WB In-service consortium)
Louise O'Neill (Project Officer, NIPEC)
Tanya McCance (Senior Professional Officer, NIPEC)
Brendan McGrath (Senior Professional Officer, NIPEC)
Elaine Madden (Practice Development Midwife, UCHT)
Ciara Osborne (Project Officer, NIPEC)
Julie McConville (Lecturer/Practitioner Health Visiting, C&BCT & UU)

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

2 Minutes of meeting:

The minutes of 25 March 2005 were agreed as a true and accurate record.

3 Project Group membership & format of future meetings:

Membership

Paddie stated that Cathy had contacted the following Directors of Nursing for nominations to extend the membership of the Project Group: Brenda Connolly, Eleanor Hayes, Mary Hinds, Phil Mahon, Angela McVeigh. Dolores McCormick, Regulation and Improvement Authority has provided a couple of names

representing Nursing Homes in the Independent Sector which Cathy will follow-up: Paddie has spoken to Judith Hill for a nomination from the Hospice.

Nominations are sought to represent:

- Staff Nurses, D & E Grades
- Ward Managers/Team Leaders
- CSM/Directorate Manager

Cathy will provide an induction for the new members before they attend their first Project Group meeting.

4 Consultation Responses:

Paddie informed the group that there has been a very good response to the consultation with 106 responses having been received, 5 were received after the 31 March 2005. There were roughly 25% responses from these four sectors; Individuals, Organisations, Groups and Not Identified. The Project Group was informed that Julie was entering the data into the software package NUDist in order to assist with the analysis. The output will then be helpful to inform various components of the Development Framework i.e., Generic competency Profile Project, and the Role Development Guide.

5 Workforce Questionnaire:

7,485 (35%) questionnaires have been returned and are being collated by Clinical Research Support Centre (CRSC). Paddie commented that this is a very good response rate for a survey, and that Mike Stevenson was currently undertaking the collation, analysis and will have the report completed by July 2005.

6 Tenders:

Paddie informed the group of the outcome of the Generic Competency Profile (GCP) and Electronic Resource Tenders. She explained that there had been 4 tenders for the GCP and 2 for the Electronic Resource. The interview panel consisted of Mr John Mone, Director Nursing CAGHT, Ms Ann Judge, Office for Health Management and Tanya McCance and thanked them for their support, time and help with the interview process.

The successful applicant for the Generic Competency Profile was Deloitte and the contacts are Mark Colligan and Phil Heaton. Deloitte have a wealth of experience in developing competency frameworks. Aurion was the successful applicant for the Electronic Resource Dr Maureen Murphy is the contact. Aurion has a lot of experience in this area and has worked with OHM, University of Ulster and Directorate of Information Services (DIS) in the past and understands the difficulties in relation to the firewalls.

Paddie stated that Cathy and Tanya will draw up the Project Initial Document (PID) for the Generic Competency Profile with Deloitte. Cathy, Brendan and Julie and Aurion will develop the Electronic Resource PID. Small steering groups will also be established to work with the companies in relation to each project,

Cathy to provide induction to new members

Relevant Project Team to develop PIDs & set up steering groups

meeting three times per year; Gerry Gault from DIS has agreed to be a member on the Electronic Resource steering group.

7 Career Development Guide

Cathy presented the Career Development Guide presentation which Brendan had delivered to the Project Team on Monday, this was to highlight to the group what the Career Development Guide is envisaged to look like. The group felt that this could link to the KSF in relation to the gateways and progressing through the various stages.

Discussion took place during the presentation, and the group were asked to consider the following:

1. Your views on the settings approach (rather than roles)?
2. In broad terms are the most common settings captured?
3. Should we include any more career pathways?
4. Do the scenarios work – content & range?

The group agreed that the settings approach was more relevant, in relation to all the settings being captured, some discussion took place and any suggestions made Cathy incorporated them into the presentation.

Julie demonstrated the Office of Health Management website and the facilities section on NIPEC's website. She explained the OHM site was very flat and that in order to get people hooked the Development Framework webpage would require a more user friendly, interactive approach, helping the user as much as possible by providing drop down menu's, helpful hints etc. Suggestions were made in relation to having video clips available on the website together with a history of where you had visited the last time you were logged in.

Paddie informed the group that an A5 booklet will be produced with guidance on Developing Your Portfolio. It will be issued to everyone on NMC register in Northern Ireland. Individuals can then send for packs on Development Framework if they wish although they would be encouraged to use electronic resource. Initially we had intended to have a CD-Rom, unfortunately there are limitations with this (people will not be able to access databases) and therefore we will encourage individuals to use the electronic resource, to get the most benefit from the Development Framework.

Overall the following points were made:

- Useful for succession planning & Link to KSF career progression –
- Bio details linked from portfolio (don't have to double enter details)
- CV advice – one size doesn't fit all
- Competition for jobs – take risks
- Need to balance preparing people for jobs as opposed to coaching people for the wrong jobs
- If individuals need advice - a guide as to whom they might speak to
- Keeping individuals stimulated & enthused in their jobs

Cathy to inform Brendan of discussion & share updated slides

- Retirement section should have link to superannuation section, also include setting of charitable, voluntary work.
- Distinguish in retirement section – those at retirement age or those just seeking information
- Include Prisons in Public Health section

8 Any other business:

Paddie informed members that Lesley Barrowman will be chairing the next meeting on the 20th May, as she will be on study leave.

Date of next meeting: 20 May 2005

Time: 9.30 am – 12.30 pm Lunch provided

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