

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

DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES

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

Present:

Lesley Barrowman (Acting Chair) (Senior Professional Officer, NIPEC)
Cathy McCusker (Project Manager, NIPEC)
Margaret Devlin (REACH Project Officer, RGHT)
Geraldine Connolly (Practice Nurse Facilitator, SHSSB)
Luke McSorley (Nurse Teacher, N&WB In-service consortium)
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)
Julie Edgar (Information Officer, NIPEC)

1 Apologies:

Paddie Blaney (Chair, Project Group)
Thérèse McKernan (Director of Human Resources, Greenpark Trust)
Pat McGreevey (Lecturer/Practitioner Mental Health Nursing, DLT & UU)
Loraine Adair (Lead Cardiology Nurse, CAHGT)
Barbara Bradley (Professional Officer, NIPEC)
Louise O'Neill (Project Officer, NIPEC)

Lesley welcomed everyone to the meeting and gave a list of apologies received, she also inform the group that Paddie was still in the USA on her Democratic Leadership Course.

Lesley confirmed that the two tenders have been allocated. Tanya informed the group that Deloitte had been allocated to carry out the Generic Competency Profile work and that the work would be carried out in two phases.

Cathy informed the group that Aurion had been awarded the Electronic Resource tender and the Brendan, Julie and herself had, had their first meeting the Dr Maureen Murphy to discuss the PID, and that Aurion would be attending the next Project Team meeting.

Lesley stated that at the next Project Group meeting we should be able to share the feedback from the Consultation document, which Tanya, Cathy and herself had been working on with the help of Julie Edgar.

2 Minutes of meeting:

The minutes of 11 April 2005 were agreed as a true and accurate record.

3 Project Group membership & format of future meetings:

Lesley stated that at the last Project Group meeting it was agreed to seek new members and she was please to confirm that the following people had agreed to become members of the Group:

Linda McAteer A&E BCH (Staff Nurse)

Karen Craig A&E Mater (Staff Nurse)

Liz Dodds IAU ADHSST (Sister)

Fiona McGuigan NWBT (Practice Development Facilitator)

Judi Houlihan Foyle (Practice Development Facilitator)

Heather Maxwell, (Nurse Manager), Abbeylands Nursing Home

Jennifer Donnan, (Practice Development Facilitator) Northern Ireland Hospice

Cathy has organised an introductory workshop for the new members which will take place next week on Thursday, 26 May 2005, in order to bring the new members up to date on developments to date.

Cathy stated that photograph's will be taken at the introductory workshop as well as the next Project Group meeting.

4 Portfolio Development Guide:

Lesley stated that Ciara would be presenting the Portfolio Guide document and gave a brief outline of what was planned. She informed the Group that the booklet would be sent out to absolutely everybody.

Ciara then took the Group through the booklet, stating that it was up for discussion and debate.

Lesley asked at a convenient interval if there was anything obvious jumping out at the Group that had been left out, needed to be included etc.

**Cathy to
conduct an
introductory
workshop**

Luke McSorley sought clarification in relation to when the Portfolio was filled in online could it be saved, online. Cathy clarified that it is intended that it can be saved online as well as onto a floppy disc, and that this would be the responsibility of the Electronic resource provider to create this facility .

Lesley stated that she needed to be reassured with regards to the Freedom of Information Act and the Data Protection, that in fact the information inputted online is that of the individuals and therefore confidential.

Ciara continued with the presentation of the booklet, and at the end of the presentation the Group were asked what there overall comments where?

The overall comments from the group are as follows:

- that it was very readable and user friendly and that people would be encouraged to read it and it would draw people in
- that the language was liked as well as the simplicity
- it is going out at a very good time with the KSF coming on board

Lesley informed the Group that NIPEC had a clearly house which if they felt it was appropriate could be used to verify the document.

Ciara asked the Group to consider the following specific areas:

- Structure
- Size
- Content – Gaps or required additions
- Language
- Glossary of Terms

Considerably discussion took place over the various aspects of the booklet and the following was agreed:

- suggestions where made in relation to more information in relation to clinical supervision/supervision of midwives
- queries were raised in relation to getting the portfolio validated
- point out that a portfolio is a live document
- it was agreed that the structure was in the right sequence
- concern in relation to duplication was raised, however when it was explained how the presentation of the booklet was intended with tabs etc., it was felt that perhaps the use of different words would resolve this problem
- the size was approved
- it was agreed that a flat binding would be best and not a spiral one
- competence frameworks needed to be explained as there is a lot of confusion in relation to these
- it was agreed to remove the “Managers Role” from the booklet

- it was agreed that the publisher would bring the document to life through use of colour and photographs
- it was agreed that the reference to the NMC's definition should be removed to avoid confusion

Ciara to carry out any amendments agreed.

Lesley thanked Ciara for all her hard work.

5 Any other business:

Cathy informed the Project Group the NIPEC had advertised for the new Project Officer to take over from Ciara, it was advertised in the Belfast Telegraph and the CSA trawl, closing date for application is 3rd June, shortlisting to take place on 10th June and interviews to be held on 28th June. Cathy asked if the Group knew of anyone who would be interested in the position, if they could encourage them to apply for the post.

Date of next meeting: 10 June 2005

Time: 9.30 am – 12.30 pm Lunch provided

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

Ciara to amend booklet as agreed.