

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

DEVELOPMENT FRAMEWORK FOR NURSING AND MIDWIFERY

Minutes of Project Group

23 July 2004 at 2.00 pm

NIPEC

Centre House

Chichester Street

Belfast

Present

Paddie Blaney (Chair Project Group & Performance & Competency Sub-Group)

Lesley Barrowman (Chair Learning & Portfolios Sub-Group)

Brendan McGrath (Chair Roles & Career Structures Sub-Group)

Pat McGreevy (member Learning & Portfolios Sub-Group)

Margaret Devlin (member Learning & Portfolios Sub-Group)

Thérèse McKernan (member Performance & Competency Sub-Group)

Cathy McCusker (Project Manager & Chair Workforce Sub-Group)

Linda Woods (Minutes)

1 Apologies:

Luke McSorley (member Performance & Competency Sub-Group)

Kay Kane (member Performance & Competency Sub-Group)

Barbara Bradley (member Learning & Portfolios Sub-Group)

Geraldine Connolly (member Roles & Career Structures Sub-Group)

Clinton Stewart (member Roles & Career Structures Sub-Group)

Lorraine Adair (member Roles & Career Structures Sub-Group)

Ciara Osborne (member Learning & Portfolios Sub-Group)

Louise O'Neill (member Workforce Sub-Group)

Jacqueline Doyle (Development Framework Project secretary)

Julie McConville (member Roles & Career Structures Sub-Group) attended Sub-Group meeting only

Michaela Barr (member Performance & Competency Sub-Group) attended Sub-Group meeting only

Elaine Madden (member Roles & Career Structures Sub-Group) attended Sub-Group meeting only

Paddie Blaney welcomed everyone to the meeting

2 Minutes of the Previous Meetings dated 14 May 2004 and 16 June 2004:

Reviewed and agreed.

3 Matters Arising

No matters arising.

Sub-Group Progress

4.1 Roles Development and Career Structures Sub-Group:

Brendan McGrath outlined the Roles and Career Structures sub-group work to date. The group is producing a step by step Guide for Role Development a draft of which will be circulated to Project Board Members for the meeting on 25 August 2004. Definitions of individual and broad role development were discussed and as a result the descriptor for individual role development was amended.

The group had also reviewed planning for role development and there was discussion around the presentational style of this for the Development Framework and for consultation. Pat McGreevy suggested presenting some individual examples within a bubble diagram. Paddie reminded the sub-group to make connections and links with the other sub-groups pieces. It was agreed to have one generic stepped approach to with questions to assist individuals with their role development. See attached Roles and Career Structures Sub-Group report.

4.2 Learning and Portfolio Sub-Group:

Lesley Barrowman reported that the learning piece for initial consultation was taking shape. Lesley circulated a copy of learning scenarios the sub-group had worked on that morning with associated learning activities and descriptors for one of the learning scenarios for comment. Lesley asked the Project Group to take some time to think about any additional scenarios which need to be included. The draft consultation paper will be given circulated to Project Board members for comment and consensus at meeting 25 August 2004.

Lesley reported that Ciara has carried out a literature review on Portfolios. It is proposed that the initial document for consultation will explain the perception and purpose of Portfolios. See attached Learning and Portfolios Sub-Group report.

4.3 Performance and Competency Sub-Group:

Paddie Blaney reported on the Performance and Competency Sub-group work to date. The first drafts of the document for consultation have been drawn up. The competency framework will make specific reference to the Nursing Competencies identified in the paper by the Office for Health Management (OfHM) in the Republic of Ireland. The Competency Framework will also be set in the context of the NMC Code of Conduct.

The seven core competencies will be drawn up with a generic link to the Knowledge and Skills Framework (KSF) and will include appropriate behavioural indicators similar to the OfHM Nursing Competency framework. The draft paper for Consultation will be ready for the Project Board 15 October 2004. Paddie Blaney stated Reference Groups would

ACTION

4.1

Brendan to finalise Draft Guidance for Project Board 25 August 2004

4.2

Lesley to finalise Draft Guidance for Project Board 25 August 2004

be held to ensure wide consultation on this tool to validate it.

Discussion was held regarding the term 'local variation' being sought to support the Development Framework. Margaret Devlin stated that the Development Framework should be viewed as a complementary framework to KSF for Nurses and Midwives and should not be viewed as an addition to KSF. Paddie thanked Margaret for this helpful comment about the language used in terms of the use of the Development Framework.

Paddie Blaney also reported on the Managing Poor Performance piece of work. The group conducted a literature review but little information was available. Two practical pieces will be drawn up for the Project Board 15 October 2004. See attached Performance and Competency Sub-Group Report

4.4 Communication & Consultation Sub-Group:

Cathy McCusker reported that she had met with Edmund Thom to provide further detail on the Communication & Consultation Strategy. Cathy plans to bring the Consultation Strategy to the Project Team meeting next week for further discussion prior to it being finalized for presentation to Project Board.

4.5 Workforce Sub-Group:

Cathy McCusker reported on the Workforce sub-group. Louise is working on collating Data about the Nursing and Midwifery workforce in the Independent sector, with the help of the Registration and Inspection Units. Information is also being gathered about Nurses & Midwives completing Return to Practice Programmes. Paddie and Cathy will be spending some time at the beginning of August finalizing the draft of the workforce questionnaire.

This will be available for comment at the Project Group meeting in September 2004.

5 Any other business:

There will be no Project Group Meeting in August due to high numbers of members on Annual Leave. Instead individual project sub-groups will meet prior to the next Project Group meeting in September, therefore maximizing attendance. It is intended that all final papers for inclusion in the initial consultation document will be ready for the Project Board meeting 15 October 2004.

Date of next meeting: 17 September 2004
Time : 9.30 am – 4pm
Venue : NIPEC,
Centre House
79 Chichester Street
Belfast BT1 4JE

ACTION

4.3
Paddie to
finalise
Draft
Guidance
for Project
Board 15
October
2004

4.4
Cathy to share
draft
Consultation
Strategy with
Project team