

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

**DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES**

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

**Present:**

Lorraine Adair (Lead Cardiology Nurse, CAHGT)  
Lesley Barrowman (Senior Professional Officer, NIPEC)  
Margaret Devlin (Developing Practice Manager, RGHT)  
Liz Dodds (Ward Manager, Interim Assessment & Treatment Centre, ADHSST)  
Jenny Donnan (Clinical Educator, NI Hospice)  
Angela Drury (Project Officer, NIPEC)  
Julie Edgar (Information Officer, NIPEC)  
Judy Houlihan (Nurse Development Officer, Foyle HSS Trust)  
Elaine Madden (Lead Midwife, UCHT)  
Tanya McCance (Senior Professional Officer, NIPEC)  
Julie McConville (Lecturer/Practitioner Health Visiting, C&BCT & UU)  
Cathy McCusker (Project Manager, NIPEC)  
Brendan McGrath (Senior Professional Officer, NIPEC)  
Fiona McGuigan (Practice Development Facilitator, North & West Belfast Trust)  
Ciara Osborne (Project Officer, NIPEC)

**1 Apologies:**

Paddie Blaney (Chair, Project Group)  
Barbara Bradley (Professional Officer, NIPEC)  
Geraldine Connolly (Primary Care Facilitator, SHSSB)  
Karen Craig (Staff Nurse, A & E Depart, Mater Hospital)  
Heather Maxwell (Nurse Manager, Abbeylands Nursing Home)  
Linda McAteer (Staff Nurse, A&E BCH)  
Pat McGreevey (Lecturer/Practitioner Mental Health Nursing, DLT & UU)  
Thérèse McKernan (Director of Human Resources, Greenpark Trust)  
Luke McSorley (Nurse Teacher, N&W In-service consortium)

Brendan McGrath chaired the Project Group meeting as Paddie Blaney was on annual leave. He welcomed Angela Drury, Project Officer, NIPEC to her first Project Group meeting. This was Ciara Osborne's last meeting as a member of the Project Team. Brendan thanked Ciara for all her hard work and significant contribution to the Development Framework project. He wished Ciara every good wish on her return to the Royal Hospitals Trust on 1 October 2005. Ciara will remain on the Project Group as an external member.

Members were informed that Mr Edmund Thom would be joining the meeting at 10 am for Aurion's presentation.

## **2 Minutes of meeting:**

The minutes of 22 July 2005 were agreed as a true and accurate record and all action points had been addressed.

Cathy McCusker informed colleagues of a variance in the distribution of the Portfolio Guide. Due to the complexity of binding the guide the printers were unable to meet the agreed date of 12 September 2005. Distribution was now planned for 14 October 2005.

Cathy McCusker also reported that the Development Framework Consultation Responses Report had been approved by the Project Board and it was currently with the designer prior to printing. The Report will have an ISBN number assigned to it and it is hoped to have it printed by the end of October, together with the two research reports. All publications will be available on NIPEC's website.

## **3 Generic Competency Profile Project Updates**

Brendan McGrath informed members that, to date, Deloitte have tested the Generic Competency Profile with 6 HSS Trusts and 350 staff. NIPEC Officers' attendance at these sessions has proved worthwhile especially in answering any clarifying questions about the Development Framework and Competency Profile.

Julie McConville suggested testing the Profile with community nursing students and Angela Lyons should be contacted to arrange this. Lesley offered additional names to ensure a good response from education providers and the in-service consortia. Tanya McCance stated that some specific targeting will be required at the end of phase one to pick up any groups which have been missed, education providers and independent sector will be included here.

Cathy informed the group of the forthcoming sessions which are due to take place in the next week. It was agreed that Project Group members would receive

**Cathy to inform Deloitte re additional contact names**

**L.Andrews to email dates to Project Group & NIPEC Links**

updates regarding Generic Competency Profile sessions, via email. It was also agreed that NIPEC Links Network members should receive an email alerting them to the sessions happening in their organisation, in the week prior to the session.

#### **4 Future Project Group Meetings**

Brendan informed members of future Project Group meeting dates:

Thursday, 10<sup>th</sup> November 2005 at 9.30 am  
Thursday, 15<sup>th</sup> December 2005 at 9.30 am

Cathy McCusker explained that after December 2005 the Project Team will work on finalising the background papers for the various Development Framework components. She asked members to consider Paddie's suggestion of planning a Project Group meeting for March 2006 to update members on the project. This was agreed by those present. The Project Manager also reported that it was planned to have an event to officially launch the '*nipecdf*' website and Development Framework publications in May/June 2006.

#### **5 Aurion Presentation – '*nipecdf*'**

Dr Maureen Murphy and Mr Edmund Thom joined the meeting at this stage and Cathy introduced Maureen Murphy to the group. Maureen then proceeded to present the '*nipecdf*' website to the members.

Suggestions re '*nipecdf*' website:

- Development Framework Logo on all pages with NIPEC logo
- FAQs not in detail home page (link button only)
- email link button on relevant pages eg GCP

Project Group members expressed an interest in testing the site before piloting. The issue of accessibility and Trust firewalls was raised. Brendan confirmed that Aurion was working with NIPEC to ensure the website was hosted with a service provider which would allow ease of access for those accessing the internet from home or work. Project Group members also chose areas of '*nipecdf*' for which they wished to be involved in shaping the text with individual members of the Project Team over the next couple of weeks.

Generic Competency Profile: Tanya McCance, Liz Dodds, Jenny Donnan, Margaret Devlin, Loraine Adair, Judy Houlihan

Learning Activities: Lesley Barrowman, Fiona McGuigan, Elaine Madden

**ACTION**

**Individual  
Officers to  
involve  
Project  
Group  
members  
in shaping  
'*nipecdf*'  
sections**

New Roles & Career Planning: Brendan McGrath, Elaine Madden, Ciara Osborne, Judy Houlihan, Fiona McGuigan

Portfolio: Barbara Bradley, Ciara Osborne, Julie McConville

User Interface/Home Page: Angela Drury, Lorraine Adair, Margaret Devlin, Julie McConville

## 5 Career Profile Pro Forma

Brendan thanked those who had already emailed and faxed their comments and asked the members present for their comments on the format and content of the career profile pro forma. The comments were as follows: It took a long time to complete; people found the word limit either helpful or unhelpful; the perception of the person completing the pro forma could provide a positive or negative slant, therefore NIPEC's standardisation of the completed pro forma was essential.

The following suggestions to the career profile pro forma were agreed:

- ❖ No change to: job title; what are the 3 most enjoyable aspects of your role; what advice would you give a nurse or midwife considering a career move into your area of practice
- ❖ Amendments to:
  - summary of your current role( include an instruction include / developments in current role)
  - specific qualifications/experience (include an instruction, if your personnel specification is out of date refer to HR for current requirements for your role)
  - Box B review focus to allow individuals to choose area of practice - possibly review NMC/RCN/NIPEC database
  - what attracted you to your current role (use of bullets)
  - combine broadly outline your career to date with what have been the most valuable development experiences in your career to date - outline career milestones and development opportunities in career to date (use of bullets & indicate if we want it anonymised, 200 word limit))
  - what are the 3 key skills/ competencies you have gained in this job
- ❖ Remove: describe a typical day
- ❖ Add: What are the critical success factors in your job.

Brendan asked the group could 'profile' in the title of the career profile pro forma be confused with AfC/KSF profiles. Both Margaret Devlin and Lorraine Adair were of the opinion used in this context it would not be confusing to those registrants for whom AfC/KSF applies.

## **6 Any other business**

None

Brendan thanked the group for their contribution to the meeting and informed the Group of the date and time of the next meeting:

**Date of next meeting: 19 October 2005**  
**Time: 9.30 am – 12.30 pm Lunch provided**  
**Venue: NIPEC**  
**Centre House,**  
**79 Chichester Street,**  
**Belfast**