

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

DEVELOPMENT FRAMEWORK FOR NURSES AND MIDWIVES

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

Present:

Paddie Blaney (Chair, Project Group)
Cathy McCusker (Project Manager, NIPEC)
Elaine Madden (Practice Development Midwife, UCHT)
Margaret Devlin (REACH Project Officer, RGHT)
Lesley Barrowman (Senior Professional Officer, NIPEC)
Tanya McCance (Senior Professional Officer, NIPEC)
Brendan McGrath (Senior Professional Officer, NIPEC)
Barbara Bradley (Professional Officer, NIPEC)
Ciara Osborne (Project Officer, NIPEC)
Julie McConville (Lecturer/Practitioner Health Visiting, C&BCT & UU)
Thérèse McKernan (Director of Human Resources, Greenpark Trust)

1 Apologies:

Geraldine Connolly (Practice Nurse Facilitator, SHSSB)
Pat McGreevey (Lecturer/Practitioner Mental Health Nursing, DLT & UU)
Luke McSorley (Nurse Teacher, N&WB Inservice consortium)
Michaela Barr (Consumer Services Manager, NHSSB)
Lorraine Adair (Lead Cardiology Nurse, CAHGT)
Siobhan Rooney (Project Director, Review of Community Nursing DHSSPS)
Clinton Stewart (Senior Nurse Manager, Muckamore Abbey Hospital, NWBT)
Kay Kane (Nurse Manager, District Nursing, SEBT)
Louise O'Neill (Project Officer, NIPEC)
Julie Edgar (Information Officer, NIPEC)

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

Paddie took this opportunity to inform members of the Project Group that Maureen Griffith (Chair of NIPEC and Project Board) had agreed that the Development Framework project would be extended for 3 months, until the end of March 2006. This will not affect the timescale for delivery of the various products of the Development Framework for example the Project Report, but will enable work to continue in further developing the Development Framework components.

Paddie confirmed that the Project Manager's secondment would be extended. Ciara Osborne's secondment had also been extended for a further 6 months and she will now be involved in developing other components of the Development Framework.

Julie Edgar, Information Officer NIPEC, is now a member of the Development Framework project team. Julie's creative IT skills will be beneficial in developing the electronic resource and the components of the Development Framework.

Paddie informed Project Group members that Jacqueline Doyle, secretary, had successfully gained promotion outside of NIPEC. Paddie stated that Jackie will be a loss to the Development Framework and to NIPEC and wished her every success in her new job. At present the administration needs of the project would be met from NIPEC's existing secretarial pool.

2 Minutes of meeting:

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

3 Project Group membership & format of future meetings:

3.1 Membership

Paddie stated that Cathy had emailed members of Project Group to ask external members if they wished to continue their membership with the project and if they had any ideas regarding the format of the meetings. Members no longer able to commit to Project Group: Kay Kane and Clinton Stewart. Siobhan Rooney will speak to Cathy after the Easter Holidays regarding her commitment. At this time all others confirmed their commitment to continue with Development Framework Project.

Paddie asked members for their views on a suggestion by Tanya at the last Project Team meeting which involves, Inviting two D and E grades onto the Project Group. It was agreed that they should be from Trusts not already represented on either Project Group or Project Board and should include the independent sector. Members also supported the suggestion of having a reference group of D & E grades to test the components of the Development Framework. Cathy will write to relevant Directors of Nursing to seek nomination of D & E grades. Cathy will also provide an induction for selected nominees to prepare them for their role on Project Group.

3.2 Format of future meetings

There was a suggestion from two Project Group members that the Project Group meetings should be held in the afternoon to assist with attendance. This was not supported by members of Project Group at the meeting. Therefore Project Group meetings will continue to be held from 9.30am – 12.30pm.

4 Consultation Responses:

Paddie commented that there has been a very good response to the consultation with 101 responses. Cathy, Lesley and Tanya have met and agreed their approach to collating the responses and producing a report. A letter of thanks

ACTION

3.1 Cathy to write to DNs to seek nominations from D&E grades for Project Group

has been sent to everyone who has helped with the consultation. It is hoped to have some idea of trends regarding the responses by the next Project Group meeting.

5 Workforce Questionnaire:

6393 (30%) questionnaires have been returned by 23 March 2005. The closing date for the questionnaire is 25 March 2005. Paddie commented that this is a very good response rate for a survey.

6 Commissioned Research Projects – Update:

- i. An evaluation of approaches to assess nursing and midwifery performance
Tanya delivered a presentation and circulated a synopsis of the research project and highlighted the key messages for the Development Framework.
- ii. An exploration of innovative nursing and midwifery roles within Northern Ireland's HPSS
Brendan delivered a presentation and circulated a summary of the research project and highlighted the key messages for the Development Framework.

Members commented on the usefulness of the research and looked forward to reading copies of the research reports. Paddie stated that Cathy, Brendan and Tanya were working with the respective Research teams to get the reports finalised. NIPEC will print and publish both reports. It is intended to use a case study approach similar to that used in the roles research project to develop the career development guide.

7 Using the Generic Competency Profile:

Tanya delivered a presentation for Project Group members on the Generic Competency Profile, which included, how it may be used and suggested links to other components of the Development Framework. Paddie also shared comments from a meeting she and Cathy had with NI HPSS Staff Side Organisations. Members discussed using the Generic Competency Profile and the following points were made:

- CPD and portfolio development will be a robust way to demonstrate competence in role
- Twin track of GCP for HPSS (complementing NHS KSF) and Independent sector
- Demonstrate links with KSF - signpost dimensions and prevent confusion
- Use a pop-up window to identify core dimensions
- Provide a results page which details areas for development on completion of Generic Competency Profile assessment
- Scope to use patient/client within 360° feedback
- Keep user friendly aspect
- Ensure security of data
- Enable identified others to provide feedback if sought by the individual
- Managing Poor Performance published as a separate publication (capability procedure)

- Ability to monitor use of GCP & Electronic Resource; number entering site, using sections and asking others for feedback etc
- Provision of hard copy version for those not literate
- Provision of CD Rom – which could be placed on Trust's/organisations intranet
- Need for information workshops pre-implementation

8 Any other business:

Paddie informed members that for the following tenders :

- Development Framework Electronic Resource, there were 2 applicants
- Audit of Generic Competency Profile, there were 4 applicants

The interviews for the tenders will be held on 5 April (Generic Competency Profile tender) and 6 April (Electronic Resource tender). The interview panel consists of Paddie (non-voting Chair) Tanya, John Mone (Director Nursing, Craigavon), Ann Judge (Office for Health Management, Dublin, who was involved in developing the OHM's online competency assessment tool). Cathy will act as observer for both tenders and Julie will act as observer for the electronic resource tender. It is intended to commence work with successful applicants as soon as possible. The audit and piloting of Generic Competency Profile project is expected to take 9 to 12 months maximum. It is hoped to be in a position to pilot the Development Framework electronic resource in by the end of 2005.

Paddie informed members that she was successful in gaining a scholarship on "Leadership for a Democratic Society" Programme, in Virginia, USA, commencing on 22 April 2005 for 5 weeks. Paddie will share her learning with members on her return.

Date of next meeting: 15 April 2005

Time: 9.30 am – 12.30 pm Lunch provided

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