

30<sup>th</sup> April 2012, 2.00pm, Conference Suite, NIPEC

## ACTION NOTES OF MEETING

Present: Francis Rice (FR) (Chair)

- Gail Anderson (GA)
- Melanie Bowden (MB)
- Evelyn Mooney (EM)
- Fidelma Carolan (FC)
- Sally Campalani (SC)
- Rita Devlin (RD)
- Dawn Ferguson (DF)
- Kathy Fodey (KF)
- Donna Gallagher (DG)
- Elizabeth Graham (EG)
- Salliann Lewis (SL)
- Cathy McCusker (CMcC)

Teleconferencing: Brendan McGrath

Apologies: Oriel Brown

- Heather Ellis
- Caroline Lee
- Moira Mannion
- Sue Foster
- Dr Marian Traynor

Agenda Item	Notes	Action by
2.0	Action notes were agreed.	
4.0	<ul style="list-style-type: none"> <li>• <b>Feedback from consultation</b> Feedback on the draft <i>Preceptorship Framework</i> document was tabled and reviewed by members in detail. A number of suggested changes to the <i>Framework</i> were agreed:                             <ul style="list-style-type: none"> <li>○ a register of preceptors to be held locally; amend where relevant in framework</li> <li>○ arrows in continuum to reflect it is not a hierarchical process p4.</li> <li>○ remove examples of exceptional circumstances p5 footnote</li> <li>○ remove effectiveness of preceptor is monitored p6 para 2.4</li> <li>○ ability to act as a professional role model Table 1. p8.</li> <li>○ role of preceptor: monitoring and <i>assisting</i> the completion of the preceptorship portfolio p9.</li> <li>○ preceptor self-assessment tool to be entitled <i>Professional skill set for preceptors</i> amend where relevant in the framework. Include an introductory paragraph on how to use the tool and where to get support from.</li> </ul> </li> </ul>	CMcC

	<p>Cathy McCusker to amend <i>Preceptorship Framework</i> as per discussion.</p> <p>Fidelma Carolan to provide feedback and reassurance to Marion Ritchie re concerns raised in Unison response Down and Lisburn branch.</p> <ul style="list-style-type: none"> <li>• <b>Website development</b> Following Cathy's presentation of the embryonic preceptorship mini-website, Cathy agreed to set up sub group to develop the preceptorship section on NIPEC's main website. Nomination of suggested sub group members to be forwarded to Cathy: <ul style="list-style-type: none"> <li>• A ward sister (Belfast Trust)</li> <li>• Evelyn Mooney to represent PECs and PEFs</li> <li>• Ward Manager (Four Seasons)</li> </ul> </li> </ul> <p>Kathy Fodey suggested that a link to the NMC code should also be included in the mini-website.</p> <p>When the preceptorship mini-website is developed Gail Anderson recommended that there should be a link from the student section of <a href="http://www.nipecdf.org">www.nipecdf.org</a> to it - to facilitate students to access the preceptorship website easily.</p>	<p>CMcC</p> <p>FC</p> <p>SL EM MB</p> <p>CMcC</p> <p>CMcC</p>
<b>6.0</b>	<p>Cathy agreed to email the finalised Preceptorship Framework to Executive Directors of Nursing for information and then forward to Kathy Fodey to be tabled at the next meeting of Central Nursing and Midwifery Advisory Group (CNMAG).</p>	<p>CMcC</p> <p>KF/FR</p>
<b>7.0</b>	<p>Next Steps For tabling at next CNMAG meeting and propose a review of the <i>Preceptorship Framework</i> to follow in 12 months.</p> <p>Following this request a slot at regional Directors of HR Forum meeting to update them on the <i>Preceptorship Framework</i>.</p>	<p>FR/KF</p> <p>CMcC</p>