

## **SUPERVISION STANDARDS**

### **Project Plan October 2007**

*'Supervision is defined as a process of professional support and learning, undertaken through a range of activities, which enables individual registrant nurses to develop knowledge and competence, assume responsibility for their own practice and enhance service-user protection, quality and safety.'* NIPEC 2006<sup>1</sup>

#### **1.0 Introduction**

- 1.1 NIPEC's report of The Review of Clinical Supervision for Nursing in the HPSS 2006 on behalf of the DHSSPS (2007)<sup>1</sup> set out a number of actions with associated time frames for supervision in nursing for Northern Ireland. Responsibility for achieving the actions lay with the Department of Health, Social Services and Public Safety (DHSSPS), NIPEC, Trust Chief Executives, Executive Directors of Nursing and education providers. Subsequent to this review the CNO issued two standards for supervision for nursing in Northern Ireland.
- 1.2 A briefing paper sent to relevant stakeholders in September 2007 by NIPEC, set the regional context within which supervision in nursing must take place. The briefing paper acknowledged that the recent reconfiguration of the Trusts provided an opportunity to identify individuals within each organisation who had responsibility for leading supervision for nursing staff and for whom implementation of the standards would be a priority.

- 1.3 Whilst the focus of this work would be the 5 HSC Trusts, the process of development was also to include representatives of the DHSSPS, Independent Health Care Providers (IHCP), Board Practice Nurse Facilitators, the RCN and In-service education providers in view of the interest that other organisations might have in the work and implications which may subsequently arise. (For membership of the Regional Forum please see Appendix 1).
- 1.4 The Supervision Regional Forum for Implementation of the Regional Standards for supervision in nursing met for the first time October 10, 2007. At this meeting Trust leads and other stakeholders agreed the content and structure of this project plan.

## **THE PROJECT**

### **2.0 Overarching aim of the project**

The overarching aim of this project is to develop 8 outcomes (Table 1.) which will support the regional implementation of the DHSSPS Regional Standards for Supervision in nursing. Although regional, many of the products will be adapted to suit local needs and as such will be developed with this in mind.

### **2.1 Objectives/ Outcomes of the project**

At the first meeting of the Supervision Regional Forum 10 October 2007, members discussed and agreed the outcomes to be achieved from the project plan which were relevant to the criteria within the CNO Standards for Supervision in nursing. Table 1, overleaf lists the agreed outcomes for the future work plan.

**Table 1.**

<b>No.</b>	<b>Outcome</b>
1	Agreement was reached that organisations would adopt the percentage of 33% established by NIPEC (2006) <sup>2</sup> as the baseline level from which to move forward.
2	Principles for a regional policy which may be locally adapted for Supervision activity within nursing should be developed.
3	Guidelines for record keeping with sample documentation templates for recording and evaluating supervision activity will be developed.
4	A monitoring tool for gathering evidence of uptake of supervision activities will be developed.
5	Promotional material design to raise awareness of the definition, benefits of and types of activity that constitute supervision will be discussed.
6	An organisational framework identifying roles with responsibility at appropriate levels who will 'champion' the process will be developed for local application.
7	A regional education framework including nature and content will be developed.
8	Discussion is required regarding the monitoring of the effectiveness of supervision activities.
9	Discussion is required to explore mechanisms for reporting and disseminating quality improvement activity linked directly to supervision.

## **2.3 Project Plan**

2.3.1 A project plan designed to deliver the project outcomes, can be found in Appendix 2. It is intended to run the project over 8 months, the Acting Senior Professional Officer (Practice and Quality) NIPEC taking the project lead, facilitating the Regional Forum, working group and education sub-group when necessary (Appendix 3) with collated information and background reading in preparation for meetings. The project lead will be responsible for summarising the work of the project in a final report for submission to the DHSSPS in May 2008.

2.3.2 The working group, responsible for advancing the project outputs, will meet three times to develop different elements of the outcomes. The education sub-group will meet twice during the life of the project, once with the main working group and again on their own, facilitated by the Senior Professional Officer for Education, NIPEC.

2.3.4 It is intended that the Regional Forum will meet three times during the the project, at key stages when consultation from the wider membership should be sought by the working group and subgroup. Terms of reference for the Regional Forum can be found in Table 2.

**Table 2**

1.	<b>The Supervision Regional Forum will steer regional work to support the implementation of the DHSSPS Standards for Supervision in Nursing.</b>
2.	<b>The Supervision Regional Forum will contribute to working groups established to deliver on the outcome areas.</b>

## **2.4 Methodology**

To implement the project plan by:

2.4.1 Convening a Regional Forum comprising representatives from: HSCNI Trusts; DHSSPS, Independent Health Care Providers; In-service Education, the RCN, nurse commissioning, Family Practitioner Units, Child Protection Nurse Specialists and NIPEC. The Supervision Regional Forum will be chaired by Mrs Maureen Griffiths (NHSSB) and will meet 10 October 2007 to agree the structure of the project plan, outcomes and way forward.

2.4.2 Convening a working group to manage the work associated with the project. It is proposed that this group is comprised of the five Trust Leads and NIPEC representatives with input from Regional Forum members on an individual basis, as they feel appropriate in attendance

of relative meetings. Three meetings will take place to advance specific areas of the project. Namely:

1. 22<sup>nd</sup> November 2007 – looking at policy, procedures and guidelines for supervision in nursing in order to develop a set of regional documents which may be locally adapted. Also looking at an organisational systems looking at roles and responsibilities along with infrastructure and resources needed to implement supervision for nursing Trust wide in order to develop a framework for organisations to use during implementation.
2. 17<sup>th</sup> December 2007 – looking at the education needs of supervisors and supervisees, awareness training for other members of staff during implementation and appropriate documentation templates which may be used regionally and adapted locally. The education subgroup will join the working group during this meeting.
3. 23<sup>rd</sup> January 2008 – looking at monitoring and evaluation of Supervision in nursing to develop a monitoring tool and proposals for collecting evidence of the impact of supervision. Promotional activity will also be discussed at this meeting in order to think about possible materials which might be used.

2.4.3 Convening an education sub-group, in agreement with the Regional Forum, to progress the education outcome of the project. Further meetings will take place to facilitate this work:

1. 17<sup>th</sup> December 2007 - looking at the education needs of supervisors and supervisees, awareness training for senior members of staff during implementation. This meeting will be held jointly with the main working group to discuss regional needs.

2. Further meetings will be arranged following the 17<sup>th</sup> December to take forward this work. These meetings will be facilitated by the Senior Professional Officer for Education NIPEC, Ms Lesley Barrowman.

2.4.4 The Regional Forum will agree the final products of the project and evaluate the progress against the project plan. The regional Forum will meet 3 times in total, 10<sup>th</sup> October 2007, 6<sup>th</sup> February 2008 and 9<sup>th</sup> April 2008.

2.4.5 There will be a period of consultation when the documents developed from the working group and subgroup meetings will be offered to the 5 Executive directors of Nursing for consideration and feedback. This period will take place in March 2008 following which appropriate adjustments will be made and a final draft taken to the last meeting of the Regional Forum for sign off.

2.4.6 A project report will be submitted to the DHSSPS by the project lead in May 2008.

## Appendix 1

### Regional Forum Membership

Organisation	Participant
Chair	Mrs Maureen Griffiths (NHSSB)
Belfast Trust	Mrs Olive Macleod
South East Belfast Trust	Dr Bob Brown
Northern Trust	Mrs Carolyn Kerr
Southern Trust	Ms Caroline Goldthorpe
Western Trust	Mrs Anne Witherow
Educare	Ms Marie Nesbitt
Beeches Management centre	Mr Gerry Johnston
Independent Health Care Provider	To be confirmed
Board Practice Nurses representative	Mrs Geraldine Connolly (SHSSB)
DHSSPS	Mrs Kathy Fodey
RCN	Dr Carolyn Mason
Nurse Commissioner	Mrs Deirdre Webb (EHSSB)
Child Protection representative	Ms Una Turbitt (ST HSCNI)
NIPEC	Ms Paddie Blaney Ms Angela Drury

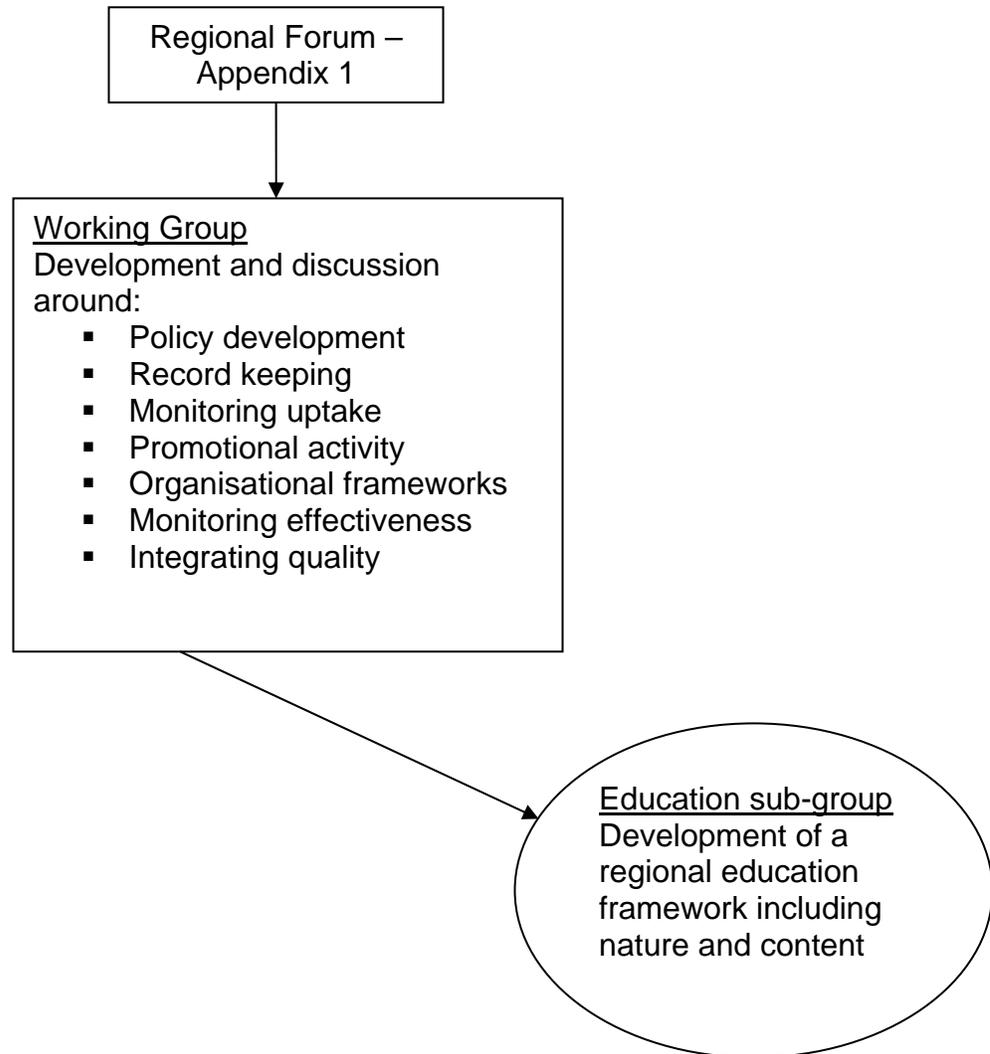
**Supervision Regional Forum for Implementation of Standards for Supervision**

<b>Time (Months)</b>	<b>Oct 2007</b>	<b>Nov 2007</b>	<b>Dec 2007</b>	<b>Jan 2008</b>	<b>Feb 2008</b>	<b>Mar 2008</b>	<b>Apr 2008</b>	<b>May 2008</b>
<b>Supervision Regional Forum Meetings</b>	<b>Oct 10</b>				<b>Feb 6</b>		<b>Apr 9</b>	
<b>Working Group</b>		<b>Nov 22</b>	<b>Dec 17</b>	<b>Jan 23</b>				
<b>Education Subgroup</b>								
<b>*Further meetings of education subgroup to be arranged</b>								
Agreement of outcomes against CNO Standards								
Agreement of structure to support the development of outcomes								
Agreement of percentage baseline activity								
Principles for a regional policy								
Guidelines for record keeping with sample documentation templates								
Monitoring tool for gathering evidence of uptake of supervision								
Design of promotional material discussed								
Organisational framework identifying roles with responsibility at appropriate levels								
A regional education framework including nature and content will be developed				*				
Discussion regarding the monitoring of the effectiveness								
Discussion to explore mechanisms for reporting and disseminating quality improvement activity								
Agreement of developed outcomes with Regional Forum								

<b>Time (Months)</b>	<b>Oct 2007</b>	<b>Nov 2007</b>	<b>Dec 2007</b>	<b>Jan 2008</b>	<b>Feb 2008</b>	<b>Mar 2008</b>	<b>Apr 2008</b>	<b>May 2008</b>
<b>Supervision Regional Forum Meetings</b>	<b>Oct 10</b>				<b>Feb 6</b>		<b>Apr 9</b>	
<b>Working Group</b>		<b>Nov 22</b>	<b>Dec 17</b>	<b>Jan 23</b>				
<b>Education Subgroup</b>								
Further work to complete outcomes								
Consultation with Executive Directors of Nursing								
Completion of report and agreement for submission to CNO								
Final report of Project								

### Appendix 3

#### Structure and remit of Regional Forum, working group and sub-group



## References

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<sup>1</sup> Northern Ireland Practice and Education Council (2007) The Review of Clinical Supervision for Nursing in the HPSS 2006 on Behalf of the DHSSPS. Belfast, NIPEC.

<sup>2</sup> Northern Ireland Practice and Education Council (2006) Workforce Profile and Characteristics. Belfast, NIPEC.