

**PROJECT STEERING GROUP  
DEVELOPMENT OF A CAREER PATHWAY  
FOR DISTRICT NURSING SERVICES**

**Meeting Thursday 17 December 2020**

**Zoom Videoconference**

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Fiona Devlin, Royal College of Nursing	FD
Dawn Ferguson, Southern HSC Trust	DF
Sharon Maginn, Clinical Education Centre	SM
Gillian McAleer, Belfast HSC Trust	GMcA
Liz McCormick, South Eastern HSC Trust	LMcC
Cathy McCusker, NIPEC (Project Lead)	CMcC
Rose McHugh, Public Health Agency	RMcH
Maura McKenna, Regional Trade Union Forum	MMcK
Roisin McSwiggan, Belfast HSC Trust	RMcS
Michael Riddell, Northern HSC Trust	MR
Hilary Thompson, Ulster University	HT
Anne Timoney, Clinical Education Centre	AT

**Apologies**

Alison Baxendale, NIPEC Council  
 Claire Cartin, Western HSC Trust  
 Veronica Cleland, South Eastern HSC Trust  
 Pamela Craig, Northern HSC Trust  
 Deborah Coleman, Queen's University Belfast  
 Colleen McCabe, Southern HSC Trust

**ACTION NOTES**

<b>Agenda Item</b>	<b>Notes</b>	<b>Action by</b>
<b>1.0</b>	<b>Welcome &amp; introductions</b>  Gabby Tinsley welcomed everyone to the meeting and thanked Liz McCormick for representing Veronica Cleland, SE HSC Trust, Sharon Maginn replacement for Deirdre Cunningham, CEC & Anne Timoney, CEC for the discussion about the education/training for the Senior Community Staff Nurse role.	
<b>2.0</b>	<b>Apologies</b>  Apologies as noted above.  Marion Ritchie advised she was no longer able to commit to the Group as she was moving to part-time working and wanted a	

	<p>record of her thanks to the Group for their support during her time on the project. Gabby asked that a formal thank you be sent to Marion for her contribution to the Project. Cathy also to seek a replacement nomination from Ann Speed, Unison.</p>	<p><b>CMcC</b></p>
<p><b>3.0</b></p>	<p><b>Action notes from meeting held on 27 October 2020</b> Action notes confirmed.</p> <p><b>Matters arising</b> <i>Delegation Training</i> Michael Riddell was unable to confirm if NIPEC Delegation Framework (2019) was included in the induction training. Cathy to forward the Delegation Framework to Michael so it could be checked if the content was covered in Induction.</p> <p><i>NMC SPQ</i> As a result of discussion with four CNOs and a clear steer from NI CNO, NMC have decided to keep District Nurse SPQ and to include an additional annotation for Community Nursing. Hilary Thompson confirmed that at a recent update from Prof Owen Barr he advised that all SPQs are being retained.</p>	<p><b>CMcC</b></p>
<p><b>4.0</b></p>	<p><b>Neighbourhood District Nursing (NDN) – Update</b></p> <p>Rose McHugh provided the following update:</p> <ul style="list-style-type: none"> <li>• In line with the Nursing &amp; Midwifery Task Group report implementation, a new Strategic District Nursing Group is being established chaired by Rodney Morton which will incorporate all the related work streams. The terms of reference will be agreed at the February 2021 meeting.</li> <li>• Neighbourhood District Nursing model will be integral to District Nursing business going forward.</li> <li>• Mental Health will be incorporated</li> <li>• Rodney Morton will lead on a Population Health Framework for NI.</li> <li>• NMC review of Specialist Practice includes public health and population health management</li> <li>• Contact has been made with Prof Allison Leary so that NI can be involved in the workforce modelling she is undertaking.</li> <li>• District Nursing NDN Project ECHO is ongoing</li> <li>• Neighbourhood District Nursing report is completed and is being planned for dissemination.</li> <li>• Further work will be undertaken to promote the use of Care Opinion, Joy at Work and understanding the socio-economic impact of the District Nursing Service.</li> </ul>	

<p><b>5.0</b></p>	<p><b>Development of JDs in District Nursing Career Pathway</b></p> <ul style="list-style-type: none"> <li>District Nurse JD - HSC Trust Steering Groups for implementation</li> </ul> <p>Band 7 District Nurse JD – requires a Steering Group to be set up in each Trust to progress implementation in a fair &amp; equitable way. Oonagh Burns advised her HR HSC Trust colleagues regarding this and at DN Implementation Group meeting Chair, Rodney Morton asked HSC Trust District Nursing Leads to check this was happening in their Trusts.</p> <p>BHSCT, NHSCT, SHSCT confirmed they had commenced early engagement with the relevant people in their individual Trusts and the next step was setting up their internal HSC Trust Steering Group to progress implementation. Gabby asked all DN Leads to provide a further update at the next Steering Group meeting. Each of the HSC Trusts at the meeting confirmed to Maura McKenna that the process would be conducted in partnership with Staff Side, as required.</p> <ul style="list-style-type: none"> <li>Senior Community Staff Nurse - JD</li> </ul> <p>The Senior Community Staff Nurse JD is completed &amp; has been sent out into the HSC Trusts for testing with DN colleagues &amp; Teams. 11 January was previously noted as the date for feedback. It was agreed however that more time will be needed to seek comments and properly review the JD along with the Education requirements for the Senior Community Staff Nurse role. A revised deadline of <b>28 January 2021</b> was agreed for return of feedback. Cathy to resend out the information to the Group.</p> <ul style="list-style-type: none"> <li>Core Competencies &amp; Education Requirements</li> </ul> <p>Agreement that it was confusing to have title “New to Community Nursing Education &amp; Skills Programme” in the JD. HSC Trust DN Leads to identify what is already done as part of HSC Trust induction to help make a decision about a programme that may be needed to be developed for Community Staff Nurse role. Ann Timoney to be involved in the development of a programme as necessary through CEC. Cathy will also send out the Education Requirements already agreed for the Community Staff Nurse role to help the understanding of what is needed for essential qualifications, experience, knowledge &amp; skills for the Senior Community Staff Nurse JD.</p> <p>Consideration also is required regarding the need for a stand-alone module on Population Health Needs Assessment as we want all Community Nurses to understand this – Band 5 and</p>	<p><b>CMcC</b></p> <p><b>All HSC Trust DN Leads</b></p> <p><b>CMcC &amp; ALL</b></p> <p><b>CMcC &amp; ALL</b></p>
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	Band 6.	
<b>6.0</b>	<p><b>Next Steps</b>  The Community Staff Nurse is generic Band 5 but a specific identification of the Job Purpose can be agreed for the JD. Cathy to ask HSC Trusts to send their community Band 5 JDs and also their Community Senior Nursing Assistant JD. Gillian McAleer asked that to remember to include access to a car in all JDs.</p> <p>Rose &amp; Cathy to speak with Heather Finlay regarding the Advanced Nurse Practitioner as a review of the ANP Framework is planned for 2021/2022..</p>	<p><b>CMcC</b></p> <p><b>RMcH &amp; CMcC</b></p>
<b>8.0</b>	<p><b>Date &amp; time of next Steering Group meeting</b>  Next virtual meeting scheduled for <b>Thursday 4 February 2020 @ 10am</b> via Zoom  Join Zoom Meeting  <a href="https://hscni-net.zoom.us/j/83690992839">https://hscni-net.zoom.us/j/83690992839</a>  Meeting ID: 836 9099 2839</p>	