

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

Meeting, Friday, 8 February 2019

Present

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Veronica Cleland, South Eastern HSC Trust	VC
Deborah Coleman, Queen’s University Belfast	DC
Deirdre Cunningham, Clinical Education Centre	DC
Fiona Devlin, Royal College of Nursing	FD
Sandra Lemon, NIPEC, Project Officer	SL
Gillian McAleer, Belfast HSC Trust	GMcA
Colleen McCabe, Southern HSC Trust	CMcC
Cathy McCusker, NIPEC (Project Lead)	CMcC
Rose McHugh, Public Health Agency	RMcH
Ashley Ramsey, Northern HSC Trust	AR
Hilary Thompson, Ulster University	HT

Teleconference

Claire Cartin, Western HSC Trust	CC
Alison Baxendale, NIPEC Council	AB
Mary Frances McManus, Department of Health	MFMcM

Apologies

Marion Ritchie, Unison

ACTION NOTES

Agenda Item	Notes	Action by
1.0	<p>Welcome & introductions Gabby Tinsley welcomed everyone to the first meeting of this Steering Group including Ramana Khaoury who was work-shadowing Rose McHugh. Everyone introduced themselves. Gabby explained that everyone had an important role on the Group in ensuring they update the senior nurses and district</p>	

	<p>nursing colleagues in their organisations and also to feedback their views into the Group. It was also explained that Rose is here to make sure we are close to the District Nursing Implementation Framework Group and Gabby and Cathy also both sit on that Group and will keep their members updated to the progress of the Career Pathway Steering Group.</p>	
<p>2.0</p>	<p>Apologies Apologies as noted above.</p>	
<p>3.0</p>	<p>Background Cathy shared a power point presentation giving the background of the project and how it fits within the overarching District Nursing Framework and its key principles. It was re-assuring to note that a lot of work has already been completed in relation to District Nursing career frameworks, by NHS Education Scotland, Health Education England and standards developed by Queen’s Nursing Institute. In NI other work that is relevant to the District Nursing Career Pathway: Specialist Nursing Career Framework, Advanced Nursing Practice Framework and the Standards and Induction & Development Pathway for nursing assistants.</p> <p>The Group discussed the core roles which should be part of the District Nursing career pathway and the following were agreed:</p> <ul style="list-style-type: none"> • Nursing Assistant - ? should this be part of the pathway • Senior Nursing Assistant • Community Nurse - • Senior Community Nurse • District Nurse • Advanced Nurse Practitioner <p>It was acknowledged that District Nursing Teams also have Lead Nurse roles. It was agreed that this Project would focus on the clinical career pathway for District Nursing Services and place a recommendation in the Project report to complete a career pathway to support those who wish to follow a career in Management and Leadership.</p>	<p>CMcC</p>

<p>4.0</p>	<p>Project Plan (for discussion and agreement)</p> <p><i>a. Aim and objectives</i></p> <p>The aim was revised by removing the term community teams and now states</p> <p>“The Project Steering Group will develop a career pathway for nurses and Senior Nursing Assistants working in District Nursing Services”.</p> <p><i>b. Scope & methodology</i></p> <p>The Scope and methodology were agreed in addition to the involvement of District Nurse practitioners on the Writing Groups and also service users/carers.</p> <p><i>c. Membership</i></p> <p>The following was agreed:</p> <ul style="list-style-type: none"> • District Nurses should be on the Writing Groups instead of the Steering Group. • An invite should be sent to the Directors of HR Forum to seek a representative on the Group possibly Michael Riddell to keep continuity with the Neighbourhood Nursing Sub-Group. • Cathy and Gabby to consider where to get representation from Service Users/Carers for Writing Groups and Steering Group. <p><i>d. Terms of Reference</i></p> <p>The Draft Terms of reference were agreed.</p> <p><i>e. Timescale</i></p> <p>The timescale was agreed; 12 months for developing the core competencies, educational requirements and Job descriptions. Then an extra 4 months to prepare the website and video-clips.</p> <p>Cathy shared the Equality Screen Template drafted by Sandra, which needs updated with NMC’s most up to date data. One amend was agreed on p.2, last sentence “the need to include service users/carers in the development of the resources”.</p>	<p>CMcC</p> <p>CMcC</p> <p>CMcC</p> <p>SL</p>
<p>5.0</p>	<p>Next Steps</p> <p>It was agreed that the first piece of work to be commenced was the core Competencies and educational requirements for the Community Nurse role. Each of the District Nursing leads on the Steering Group agreed to provide Cathy with names of District Nurses to be involved in this Writing Group, one from each Trust. Also to be included in the Writing Group will be Hilary Thompson, Rose McHugh, CEC (Deirdre Cunningham to provide contact details) Fiona Devlin, Cathy McCusker and</p>	

	Sandra Lemon. Nominations for the Writing Group to be forwarded to Cathy by 13 February 2019. The core competencies for the Community Nurse role to be completed by the next Steering Group meeting.	CMcC
7.0	Date & time of next meeting Next meeting planned for Monday 1 April 2019 at 1.00pm Meeting Room NIPEC	