

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

Meeting, Monday, 10 June 2019

Present

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Fiona Bradley, NIPEC	FB
Claire Cartin, Western HSC Trust	CC
Veronica Cleland, South Eastern HSC Trust	VC
Deborah Coleman, Queen's University Belfast	DCo
Deirdre Cunningham, Clinical Education Centre	DCu
Fiona Devlin, Royal College of Nursing	FD
Linda Fennell, Public Health Agency	LF
Sandra Lemon, NIPEC, Project Officer	SL
Marion Ritchie, Unison	MR
Gillian McAleer, Belfast HSC Trust	GMcA
Colleen McCabe, Southern HSC Trust	CMcCa
Cathy McCusker, NIPEC (Project Lead)	CMcCu
Mary Frances McManus, Department of Health	MF
Ashley Ramsey, Northern HSC Trust	AR
Michael Riddell, Northern HSC Trust	MR
Hilary Thompson, Ulster University	HT

Apologies

Alison Baxendale, NIPEC Council
Rose McHugh, Public Health Agency

ACTION NOTES

Agenda Item	Notes	Action by
1.0	Welcome & introductions Gabby Tinsley welcomed everyone to the meeting including Linda Fennell attending on behalf of Rose McHugh, PHA, also Fiona Bradley, NIPEC Senior Professional Officer attending as part of her professional induction.	
2.0	Apologies Apologies as noted above.	
3.0	Action notes from meeting held on 1 April 2019 Draft Action Notes agreed. Matters arising <ul style="list-style-type: none"> • <i>Patient/Carer representation on Steering Group/Writing Group</i> Cathy contacted Laura Collins a service user and a member of	

	<p>Engage, PH. Laura advised that Community Development Health Network (CDHN) might be useful to engage with as they are a community based organisation. Joanne Morgan from CDHN advised that in her opinion the service users of the career pathway are the nurses and often the public prefer to engage with issues that directly impact on them. Joanne did share an Inequalities Report that her organisation completed for the Building Change Trust which included some information from District Nurses about their role. Copies of this were tabled and will be sent out with the action notes. Cathy has also invited Vivian McConvey, Chief Executive of Patient Client Council to sit on the Steering Group or provide a nomination. Gabby stated that they have had some Service User feedback in her Trust of wanting to be involved in decisions made about training and development of District Nursing staff. It was agreed that as resources are developed these should be shared in through the HSC Trust PPI Forums. They will also be shared with the District Nursing Framework Implementation Group and the Neighbourhood District Nursing Group, both of which have service user representation.</p>	<p>CMcCu</p>
<p>4.0</p>	<p>Update from Writing Sub-Group <i>Feedback on Community Staff Nurse Core competencies</i> The following amends were agreed</p> <ul style="list-style-type: none"> - Public Health to be reflected across all competencies - Agreement to separate health and social care into 2 competencies - Refine the final competence statement under clinical practice as it was felt to be too broad - Future proof with Frances Cannon “Act as a mentor or Coach” - Include a statement on digital literacy - Insert at front of document that all competency domains reflect the NMC Code themes and KSF Core Dimensions and remove from individual domains - V150 for Community Staff Nurses after 1 year in practice this may have implications re Banding but it was agreed it is important to identify what is right for the role. Michael Riddell confirmed the Group was using the right approach – developing the competencies and education requirements first and then the JD which will be then matched. - The title of senior community staff nurse role was debated along with a suggestion of Deputy Community Sister/ Deputy Community Charge Nurse similar to the nomenclature used in Hospital settings. This needs to be tested in HSC Trusts. <p>Changes and revisions to be made by the Writing Sub-Group before being returned to Steering Group.</p> <p>Cathy reported that work has commenced on the District Nurse Competencies and it was found that the District Nurse</p>	<p>CMcCu</p>

	competencies developed by Scotland were very applicable to the DN role and these would be used to develop the competencies for the DN role in NI.	
5.0	<p>• Update from Education Sub-Group</p> <p>Cathy provided an update on the work to date on the Education requirements for the Community Staff Nurse role; developed from one meeting. Discussion was had regarding the content including</p> <ul style="list-style-type: none"> • prescribing and when should this be undertaken • revise the wording of the National Early Warning Scores to the relevant Community term • Public Health should be reflected across all roles • Indicate what is e-learning & face-to-face <p>Cathy forwarded the document to Deirdre Cunningham to identify relevant heading for the education programme. Cathy complete the education requirements with the Sub-Group and test with HSC Trust DN Teams.</p>	<p>CMcCu</p> <p>DC</p>
6.0	<p>Next Steps</p> <p>It was agreed that Cathy and the Competency sub-group would make the agreed amends for the Community Staff Nurse Competencies. The Education Sub-Group should refine the document against the suggested amends, including feedback from Deirdre and Anne (CEC) and send out again for final comment.</p> <p>The competency Writing Sub-Group will continue on with the District Nurse Competencies followed by the Education Requirements for this Group. If there is time before the next meeting</p>	
7.0	<p>Date & time of next meeting</p> <p>Next meeting planned for Wednesday 9 October 2019 at 1.00pm Meeting Room NIPEC.</p>	
8.0	<p>Any other business</p> <ul style="list-style-type: none"> • <i>Compass Reports</i> <p>Collen had asked about the prescribing reports which had previously been available for District Nurses and which she had not received for a long time. Gabby asked Linda to check with Rose McHugh regarding the publication of these reports for all Trusts. They are a useful tool for monitoring and supporting practitioners to develop good prescribing habits.</p>	LF

