

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

Meeting Wednesday 9 October 2019

Present

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| Gabby Tinsley, Belfast Trust, (Project Chair) | GT |
| Alison Baxendale, NIPEC Council | AB |
| Claire Cartin, Western HSC Trust | CC |
| Veronica Cleland, South Eastern HSC Trust | VC |
| Deborah Coleman, Queen's University Belfast | DCo |
| Fiona Devlin, Royal College of Nursing | FD |
| Linda Fennell, Public Health Agency | LF |
| Gillian McAleer, Belfast HSC Trust | GMcA |
| Colleen McCabe, Southern HSC Trust | CMcCa |
| Cathy McCusker, NIPEC (Project Lead) | CMcCu |
| Maura McKenna, Regional Trade Union Forum | MMcK |
| Ashley Ramsey, Northern HSC Trust | AR |
| Michael Riddell, Northern HSC Trust | MR |

Teleconference

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| Deirdre Cunningham, Clinical Education Centre | DCu |
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Apologies

Hilary Thompson, Ulster University
Rose McHugh, Public Health Agency
Marion Ritchie, Unison

ACTION NOTES

| Agenda Item | Notes | Action by |
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| 1.0 | Welcome & introductions Gabby Tinsley welcomed everyone to the meeting. | |
| 2.0 | Apologies Apologies as noted above. | |
| 3.0 | Action notes from meeting held on 10 June 2019 Linda Fennell, PHA and Fiona Bradley, NIPEC to be recorded in the Present list as noted against Agenda item 1. Draft Action Notes agreed. Matters arising • Cathy invited Vivian McConvey from PCC – still awaiting | |

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| | <p>response; reply from one person through the PHA Engage website but happy to keep up to date with the project through NIPEC website.</p> <ul style="list-style-type: none"> • Title of the role between Community Staff Nurse and District Nurse not everyone happy with previous suggestions. Discussion about possible option of Deputy District Nurse, it was suggested by Michael Riddell that all roles are assigned a number and title until workshop to agree the titles etc., ie: <ul style="list-style-type: none"> • Post 1 – Senior Nursing Assistant • Post 2 – Community Staff Nurse • Post 3 - To be Agreed • Post 4 – District Nurse • Post 5 – Advanced Nurse Practitioner. <p>This was agreed by the Steering Group.</p> <p>Maura McKenna advised that the Agenda for Change job profiles are now called national combined job profiles, there are not specific ones for District Nurses. Maura also asked if there was any information about the non-medical prescribing component of the Specialist Practice Qualification being removed from the programme. Cathy agreed to investigate this.</p> <ul style="list-style-type: none"> • District Nurse competencies have been drafted against the QNI ones. Rose McHugh had shared with the Writing Group the competencies for the District Nurse role developed by the Institute for Apprenticeship and Technical Education (England). Although these were succinct it was felt ours were more specific to NI. • The Education requirements for Community Staff Nurse role have been updated • Linda was following-up on the Prescribing Compass reports and did not have an update regarding this yet. | <p>CMcCu</p> <p>LF</p> |
| <p>4.0</p> | <p>Neighbourhood District Nursing – Update</p> <p>Gabby has this as a standing Agenda item. Cathy had met with Rose prior to this meeting to get an update for the Steering Group as Rose is currently on annual leave; Michael Riddell also joined the meeting.</p> <ul style="list-style-type: none"> ▪ The Neighbourhood District Nursing model is now live in all Trusts (since June/July) & model was launched in July ▪ An evaluation framework has been developed around objectives of the model & data collection has commenced <ul style="list-style-type: none"> • OBA scorecard; • temperature gauge for staff; • stories from nurses (Suzanne Gordon assisting with this); • 10,000 more voices; • pre-test questionnaires. ▪ Coaches Programme facilitated by the Leadership Centre and | |

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| | <p>development of Patient information leaflet</p> <ul style="list-style-type: none"> ▪ QNI delivering Team Transformation Leadership programme to 3rd cohort, commencing November 2019. Rose has recommended that the components of the Team transformation programme should be built into all DN programmes. It was agreed that the Transformation change should be part of the leadership & management module. It was agreed that the sub-group should discuss the programme as part of the education requirements for District Nurse role ▪ Sharon Alderidge Bent will visiting all the Trusts in the next couple of weeks to see progress of all teams ▪ The only “5 Trust agreed” JDs are band 4 and the 8a WHSCT & SEHSCT did develop Band 6 & 7 JDs although these have not had input from the other 3 Trusts. Maura McKenna advised that the Band 4 and 8a JDs must go through the regional office if they are to be regionally agreed. Maura to follow this up. The Band 6 and Band 7 JDs can be considered when our group come to look at JDs. ▪ Rose has asked that we consider asking Crystal Oldman & Sharon Alderidge Bent, QNI, to act as a critical friend and review the competencies and education requirements. This was agreed by the Group; Crystal has already agreed that we can use the QNI standards to develop competencies for the District Nurse role. ▪ Rose would like the group to discuss how the Draft District Nurse competencies compare with what the District Nurse team managers are doing and their competencies as she thinks there should be a clear distinction between them. Gabby proposed that discussion be left to the next Steering Group meeting. ▪ Consider including diabetes competence assessment tool for District Nursing into final document as a reference. | <p>MMcK</p> <p>CMcCu</p> <p>CMcCu</p> |
| <p>5.0</p> | <p>Update from Sub-Groups</p> <ul style="list-style-type: none"> • District Nurse Competencies Cathy shared the 4 October version of the refined District Nurse competencies updated to include Rose’s suggestions. Cathy agreed to update the competencies following the Steering Groups comments and suggestions and resend out to all the Steering Group members to ask them to share to District Nursing Teams and widely within their organisations. Gabby reminded members of the need to ensure Executive Directors of Nursing/Senior Nurse Leads are kept up to date with the work of the Group. Michael Riddell confirmed he will update Karen Hargan the new Director of HR in the Northern HSC Trust and also the chair of the Directors of HR Forum. A revised date for feedback on the competencies was agreed as 4 November 2019 • Community Staff Nurse Education requirements The draft Education requirements for Post 2 – Community Staff | <p>CMcCu</p> <p>All</p> |

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| | <p>Nurse have been further refined by Deirdre Cunningham and the Education Sub-Group/Competency Writing Group. Cathy advised that none of the regional induction components for Band 5 nurse are included, so individuals were asked to make sure that Trust induction programmes reflect what was regionally agreed for core induction. The draft document was further refined by the Group to include Mental Capacity Act Training Level 3 under heading Safeguarding. Level 2 not included as that is for all staff and should be in the Regional Document. Also WHSCT News removed.</p> <p>Claire Buchner & Cathy Woods have looked at the core list of topics to be covered as part of the Community Staff Nurse induction programme and are happy that we have included community information systems and nursing documentation. Claire advised that we need a NI discussion regarding which of the “plethora of nursing informatics and digital competency frameworks” we should adopt. Frances Cannon, NIPEC Project lead for Future Nurse Future Midwife has forwarded the Digital Literacy information from AEl, which Cathy will share with Steering Group members along with the Action notes for consideration.</p> <p>Cathy to send for sharing & testing to Steering Group members along with updated draft District Nurse Competencies and draft Community Staff Nurse Competencies. Cathy to draft email with Gabby to accompany documents.</p> | <p>CMcCu / All</p> <p>CMcCu / GT</p> |
| <p>6.0</p> | <p>Next steps</p> <ul style="list-style-type: none"> ▪ Complete amends for District Nurse & send out for comment with Community Staff Nurse competencies and draft education requirements and request feedback by 4 November 2019. ▪ Nursing Leads on Steering Group to circulate email with attachments widely seeking feedback and to update Executive Directors of Nursing/Senior Nurses. ▪ Michael to update Chair of Dirs of HR Forum ▪ Develop competencies for Post 3 ▪ Gabby, Cathy & Rose to update Directors of HR Forum if requested – Michael to advise Cathy. | <p>CMcCu</p> <p>Nursing Leads</p> <p>MR</p> <p>CMcCu & Sub Group</p> <p>MR</p> |
| <p>7.0</p> | <p>AoB</p> <p>Michael Riddell asked that the Risk section of the Project Plan be</p> | |

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| | <p>updated to include the potential negative financial impact on HSC Trusts as a result of the development of the various elements of the job roles within the career pathway for District Nursing. Michael suggested that Project plan should be updated.</p> <p>Michael also suggested that it should be more clear that the project outcomes are reported directly to the CNO. This was agreed; it may be helpful to include in an appendix the structure of the District Nursing Framework Implementation Group. Cathy to update project plan and send out to Steering Group with action notes.</p> | CMcCu |
| 8.0 | <p>Date & time of next meeting</p> <p>Next meeting planned for Thursday 14 November 2019 @ 1pm – 3.30pm in the Meeting Room, second floor, NIPEC.</p> | |