PACE Facilitators Meeting Muckamore Abbey – Portmore Room 3 Wednesday 27th February 2019, 9.30–12.30pm

Attendance:

Angela Reed	Senior Professional Officer	N	IPEC AR	
Gillian McKee	Professional Officer	N	IPEC GMc	K
Margaret Kyle	Facilitator	N	HSCT MK	
Audrey Dowd	Facilitator	В	HSCT AD	
Ruth Bailie	Facilitator	N	HSCT RB	
Siobhan Kelly	Facilitator	Bl	HSCT SK	
Pamela Moore	Facilitator	В	HSCT PM	
Lorraine Bell	Facilitator	В	HSCT LB	
Penny Moore	Chair Person/Lead Nurse	W	HSCT PM	
Julie-Anne McKeown	Facilitator	В	HSCT JMc I	K

Apologies:

Michelle Burke	Governance Facilitator	SEHSCT	MB
Sharon Moffett	Facilitator	BHSCT	SM
Marianne Walsh	Facilitator	WHSCT	MW
Vi Gray	Facilitator	WHSCT	VG
Dawn Mackin	Governance Co-ordinator	SHSCT	DM
Helen McClurg	Facilitator	NHSCT	HMC
Jane Patterson	Facilitator	SEHSCT	JP
Jacqueline Rafferty	Facilitator	BHSCT	JR
Susan Sandford	Facilitator	SHSCT	SS
Ruth Millar	Facilitator	Kingsbridge	RM

Notes: Lukasz Karpinski, Programme Administrator NIPEC **LKa**

Agenda Item	Notes	Action
1	Welcome, introductions and apologies PM welcomed everyone to the meeting and thanked AR for her ongoing support to this project. The group made introductions to NIPEC's new staff GMcK and LKar. Apologies noted.	
	AR advised the group that the Recording Care project has been running for 10 years and additional work is now being conducted through the TNMD project. AR advised the group that evidence is required by the DoH to show that the objectives of the project are being reached. Funding for the project has been confirmed until 30 th June 2019 via 'comfort' notification from the DoH. This confirmation has been forwarded to the DoNs in the HSC Trusts.	

	AR advised group the Trusts should operationally consider recruitment if more officers are funded for. AR will discuss with ADoNs. Depending on funding confirmation in the new financial year, revision of objectives may be required. PM update: As MW is moving posts, PM met with MW to receive an update regarding PACE implementation and discussed evidence of implementation and sustainability when facilitators are in place. AR agreed facilitators are key element for progress. PM praised NHSCT staff post observation of notes, with excellent PACE framework detailed. AD also discussed a similar experience. AR advised that the ADoNs' visited ED departments and saw evidence of PACE framework implementation. AR mentioned possibility of a conference for Recording Care. AR advised group of the intention of branding PACE in the next financial year. GMcK to take forward. AR advised that there will be a one hour meeting for TNMD officers at the conclusion of the wider PACE facilitators' meetings. MK to liaise with LKar regarding possibility of Whiteabbey Boardroom being the substantive location for these meetings.	AR to ask ADONs' re advertising new posts, if applicable when TNMD funding is confirmed GMcK to take forward branding of PACE MK/LKa to liaise re booking rooms in Whiteabbey Hospital.
2	Notes of the previous meeting Action Notes of 18 January 2019 were discussed and agreed. PACE workshop (Jan 19) LB advised discussions around PACE framework and implementation but still substantial amount of work remains, especially around the standardisation of PACE and the documentation of existing/ chronic care needs. AR offered that at March meeting, PACE will be the main item on the Agenda. This was agreed. In response to feedback that nurses were documenting the same information regarding a Person's chronic/ existing needs repeatedly, AR guided group that, as a trial, existing/chronic needs should be reviewed ongoing, but if the assessment of the Person in relation to that need and the plan of care/ input from nursing remained the same, a summary of the assessment and plan of care (with consent from the Person) could be documented. AR reiterated that the assessment and plan of care must be robust and detailed. This trial was agreed. To be reviewed. AD advised that Older Peoples' wards in BHSCT will start PACE implementation soon but it remains challenging due to staffing levels. AR acknowledged staffing levels is of consideration but as rollout is mandatory for all areas, it is essential that we support ward staff regarding the PACE implementation.	Main item on Agenda of PACE facilitators' meeting in March is the standardisation of PACE Review trial of documentation of chronic/ existing care needs
3	Update from Transforming Nursing and Midwifery Data meeting held 18 th February 2019 at NIPEC GMcK invited to give an overview of the TNMD officers' meeting held in NIPEC on 18 th February 2019 including: • Details of funding as previously discussed by AR	

- Role of LK in supporting the TNMD officers
- Confirmation of the 'Go Live' date of the Regional Adult document and the pause of PACE implementation until then
- Trust visits by GMcK
- Workshops to support PACE facilitators

4 Matters arising

a) Adult record

GMcK thanked attendees for the returned comments/amendments to the final Adult document. NIPEC has received software to amend PDF document.

GMcK advised draft guidance document and awareness presentation were formatted and both were shared with the group. Guidance and awareness presentation will be printable from NIPEC's website once final drafts are confirmed. GMcK advised that guidance is for the new Adult document, not PACE implementation but both will be linked at a later stage.

GMcK discussed concern forwarded regarding pregnancy testing in relation to adolescents. AR advised professional judgement should be used in relation to this issue. Discussion held that urinalysis is carried out for various reasons, not only to indicate if infection is present, therefore rewording of Adult document is not appropriate at this time, however review of document is planned after 1 year's use. GMcK to check NPSA for a referencing in relation to the bedrails assessment. GMcK enquired if the group had any knowledge of wards that are MUST exempt. AR advised that MUST should be completed for all people within 24 hours. Verbal skin check query discussed which had resulted from a recent Significant Event Analysis. AR suggested adding to guidance regarding verbal check, on advice from TVN feedback that AD brought to the meeting.

Discussion held regarding completing risk assessment reviews when a Person transfers clinical areas. AR/ PM advised that professional judgement should always be used in relation to completing an updated risk assessment. Discussion held regarding the inclusion of a list of medications in the 'Time Critical Medications' section. Concern that inclusion of list may potentially lead to errors in documentation at point of assessment. AR to liaise with ADoNs' regarding way forward with same. AD highlighted how discharge planning is not always considered timely i.e. when Person is admitted (if possible). GMcK to add to guidance document

GMcK and AR to review the presentation and forward to the group for comments/amendments.

The group raised an issue with adults and paeds crossover when

GMcK and LKa to amend the Adult Document.

GMcK to check NPSA for referencing in relation to bedrails risk assessment

AR to liaise with ADoNs' regarding way forward with time critical medications and Adult document

GMcK to add plan for discharge to guidance document.

	considering documentation i.e. children and teenagers placed in adult wards. SK advised 14-18 year olds are being admitted to adult wards and staff may use adult documents. AR to clarify with ADoNs regarding use of Adult documents with minors and what ages adult documents may be considered. MK asked the reason for developing new Adult document. AR	GMcK and AR to review the presentation and forward to the group for comments/amendments. AR to clarify with ADoNs regarding use of Adult documents with minors
	advised that there was no review of the previous admission document which resulted in Trusts developing their own versions. Children's document is being reviewed every 2 years.	and what ages Adult documents may be considered.
	b) BHSCT audit system and NOAT	
	AR advised the group that NIPEC NOAT to stand down on 29 th April 2019 when new Adult document is launched. From June 2019 there will be short audit tool available. GMcK is revising the indicators and ensuring they are mapped against the new document. Revised tool will be forward once this work is completed. AR advised that all Trusts should audit identically as scores are reported on a quarterly basis. PM advised that quarterly reports are a standing item on the agenda in the WHSCT Recording Care meetings	GMcK to forward revised short NOAT audit when indicators mapped against current document.
	c) Review of PACE Gantt Chart	
	Printouts of the Gantt chart given to the group members and changes should be returned to LKa.	Facilitators to comment on/amend Gantt chart
	d) Support in place for PACE Facilitators	and forward to LKar
	As previously mentioned in minutes under Agenda Item Number 1 (Also see Agenda Item Number 6)	Discussion regarding
	Discussion regarding training for bank/agency staff to be explored at April's PACE meeting	training for bank/agency staff to be explored at April's PACE meeting
5	Resource pack for Adult Record	
	Discussed under Agenda Item Number 4(a)	
6	Any Other Business	
	a) Structures in HSC Trusts	
	Discussion regarding roles and responsibilities and supporting workshops in the future. PACE champions to be asked what they feel would be beneficial regarding support	PACE champions to be asked opinions on support mechanisms.
	b) Sustainability workshops	
	Covered in Agenda Item Numbers 3 and 6(a)	Layout of PACE to be
	c) Bank and Agency guidance	included in March's PACE meeting's agenda
	As Agenda Item Number 4(d)	
	d) Urinalysis	AR to email ADoNs' with
	As Agenda Item 4(a)	'Go live' date and request projected annual

e)Layout of PACE Main item on March's PACE meeting's agenda	numbers of usage of Adult document
f) Codes and process for ordering booklets AR to email ADoNs' with 'Go live' date and a request for projected numbers of annual usage to be forwarded. g) Care pathways To be discussed at the next meeting.	Care pathways to be discussed at the next PACE meeting
Date and time of next meeting: Wednesday 27 March 2019, 10.30-1.30pm Clotworthy House – Ferrard Room	

ACTION	Comment	Completed/On
		going
AR to ask ADoNs' re advertising new posts, if applicable when TNMD funding is confirmed		Ongoing
GMcK to take forward branding of PACE		Ongoing
MK/LKa to liaise re booking rooms in Whiteabbey Hospital.		Completed
Main item on Agenda of PACE facilitators' meeting in March is the standardisation of PACE		Completed
Review trial of documentation of chronic/ existing care needs		Ongoing
GMcK and LKa to amend the Adult Document.		Completed
GMcK to check NPSA for referencing in relation to bedrails risk assessment		Completed
AR to liaise with ADoNs' regarding way forward with time critical medications and Adult document		Completed
GMcK to add plan for discharge to guidance document.		Completed
GMcK and AR to review the presentation and forward to group for comments/amendments.		Completed
AR to clarify with ADoNs regarding use of Adult documents with minors and what ages Adult documents may be considered.		Completed
GMcK to forward revised short NOAT audit when indicators mapped against current document.		Ongoing
Facilitators to comment on/amend Gantt chart and forward to LKar		Completed
Discussion regarding training for bank/agency staff to be explored at April's PACE meeting		Ongoing
PACE champions to be asked opinions on support		Ongoing

mechanisms.	
Layout of PACE to be included in March's PACE meeting's agenda	Completed
AR to email ADoNs' with 'Go live' date and request projected annual numbers of usage of Adult document	Completed
Care pathways to be discussed at the next PACE meeting.	Ongoing