

	<p>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.</p> <p>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.</p> <p>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.</p>	<p>AR to ask ADoNs' re advertising new posts, if applicable when TNMD funding is confirmed</p> <p>GMcK to take forward branding of PACE</p> <p>MK/LKa to liaise re booking rooms in Whiteabbey Hospital.</p>
<p>2</p>	<p>Notes of the previous meeting</p> <p>Action Notes of 18 January 2019 were discussed and agreed.</p> <p>PACE workshop (Jan 19)</p> <p>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.</p>	<p>Main item on Agenda of PACE facilitators' meeting in March is the standardisation of PACE</p> <p>Review trial of documentation of chronic/ existing care needs</p>
<p>3</p>	<p>Update from Transforming Nursing and Midwifery Data meeting held 18th February 2019 at NIPEC</p> <p>GMcK invited to give an overview of the TNMD officers' meeting held in NIPEC on 18th February 2019 including:</p> <ul style="list-style-type: none"> • Details of funding as previously discussed by AR 	

	<p>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.</p> <p>MK asked the reason for developing new Adult document. AR 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.</p> <p><u>b) BHSCT audit system and NOAT</u></p> <p>AR advised the group that NIPEC NOAT to stand down on 29th 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</p> <p><u>c) Review of PACE Gantt Chart</u></p> <p>Printouts of the Gantt chart given to the group members and changes should be returned to LKa.</p> <p><u>d) Support in place for PACE Facilitators</u></p> <p>As previously mentioned in minutes under Agenda Item Number 1 (Also see Agenda Item Number 6)</p> <p>Discussion regarding training for bank/agency staff to be explored at April's PACE meeting</p>	<p>GMcK and AR to review the presentation and forward to the group for comments/amendments.</p> <p>AR to clarify with ADoNs regarding use of Adult documents with minors and what ages Adult documents may be considered.</p> <p>GMcK to forward revised short NOAT audit when indicators mapped against current document.</p> <p>Facilitators to comment on/amend Gantt chart and forward to LKar</p> <p>Discussion regarding training for bank/agency staff to be explored at April's PACE meeting</p>
5	<p>Resource pack for Adult Record</p> <p>Discussed under Agenda Item Number 4(a)</p>	
6	<p>Any Other Business</p> <p><u>a) Structures in HSC Trusts</u></p> <p>Discussion regarding roles and responsibilities and supporting workshops in the future. PACE champions to be asked what they feel would be beneficial regarding support</p> <p><u>b) Sustainability workshops</u></p> <p>Covered in Agenda Item Numbers 3 and 6(a)</p> <p><u>c) Bank and Agency guidance</u></p> <p>As Agenda Item Number 4(d)</p> <p><u>d) Urinalysis</u></p> <p>As <u>Agenda Item 4(a)</u></p>	<p>PACE champions to be asked opinions on support mechanisms.</p> <p>Layout of PACE to be included in March's PACE meeting's agenda</p> <p>AR to email ADoNs' with 'Go live' date and request projected annual</p>

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

ACTION	Comment	Completed/Ongoing
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