

**Recording Care: Evidencing Safe and Effective Care**

**Facilitators Meeting**

**Wednesday 19 December 2018, 10.30-12.30, NIPEC Belfast**

**Attendees**

|                 |                                   |        |     |
|-----------------|-----------------------------------|--------|-----|
| Angela Reed     | Senior Professional Officer       | NIPEC  | AR  |
| Penny Moore     | Chair Person/Lead Nurse           | WHST   | PM  |
| Dawn Mackin     | Governance Co-ordinator           | SHST   | DM  |
| Helen McClurg   | Facilitator                       | NHSCT  | HMC |
| Sharon Moffett  | Facilitator                       | BHSCT  | SM  |
| Ruth Millar     | Nurse Lead<br>(Quality/Education) | KPH    | RM  |
| Margaret Kyle   | Facilitator                       | NHSCT  | MK  |
| Jane Patterson  | Facilitator                       | SEHSCT | JP  |
| Audrey Dowd     | Facilitator                       | BHSCT  | AD  |
| Jackie Rafferty | Nurse Development Lead            | BHSCT  | JR  |
| Michelle Burke  | Governance Facilitator            | SEHSCT | MB  |
| Pamela Moore    | Nurse Development Lead            | BHSCT  | PM2 |
| Ursula Gaffney  | Professional Officer              | NIPEC  | UG  |
| Lorraine Bell   | NDL Bank                          | BHSCT  | LB  |

**Apologies**

|                    |                        |       |     |
|--------------------|------------------------|-------|-----|
| Vi Gray            | Facilitator            | WHST  | VG  |
| Julie-Anne McKeown | Nurse Development Lead | BHSCT | JMK |

Linda Woods LW

**Notes**

| <b>Agenda Item</b>       | <b>Discussion/Notes</b>  | <b>Action</b> |
|--------------------------|--|---------------|
| 1. Welcome and Apologies | <p><u>Welcome</u><br/>PM and AR welcome two new people to the group. Pamela Moore has joined the group as a new PACE Facilitator. Pamela works in BHSCT as a Nurse Development Lead. Ursula Gaffney has been appointed to NIPEC as a Professional Officer. Ursula will be in post from early January.</p> <p><u>Apologies</u><br/>Apologies from Vi Gray and Julie-Anne McKeown were noted. PM has advised that Mary Campbell was coming off the group list. Jackie Rafferty to be added to the correspondence list in order to receive minutes and other information.</p> <p>AR provided update on funding for additional staff resource and the requirements for provision or assurance to the Department to demonstrate robust project management. Plan</p> | LW            |

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|                              | was to continue with monthly facilitator meetings with the addition of individual meetings with each Trust area facilitator in post.   |   |
| 2. Notes of Previous Meeting | These are to be circulated to the group for checking, amendment and agreement.   | MK to resend to PM  |
| 3. Matters Arising           | <p><u>Adult Record</u></p> <p>The new adult record was now approved and published on the NIPEC website.<br/>AR is working on business case for the resources required for roll out.<br/>Scoping exercise (number of wards/areas using PACE and forecast – each facilitator provided information to AR as requested. There was discussion around whether any changes were required to the new record for non-PACE wards. General consensus is to keep the record as is, and additional care plan templates can be added if needed.</p> <p>Time critical medications – There was a list within the adult record. The resource pack and guidance documents would include a signpost to the longer list published by Department.</p> <p><u>BHSCT audit systems and NOAT</u></p> <p>AD – BHSCT system is not yet ready. AR update – NIPEC system will remain available until BHSCT audit system is ready. There may be scope for admin support for facilitators for collation/upload of data. It was agreed that outstanding exception reports would be sent to AR by COP today.</p> <p><u>Half day workshop – January 2019</u></p> <p>Planned workshop:<br/>18 January 2019 10.00 – 16.30 at Whiteabbey Hospital site – access map to venue to be circulated. All facilitators to attend and any new staff to the facilitator team invited.</p> <p>There was discussion around the key areas for review during the workshop:</p> <ul style="list-style-type: none"> <li>• Scenario based session on appropriate use of assessment and evaluation</li> <li>• Reduction of the use of repetition in the record</li> <li>• Construction of awareness sessions – content/PowerPoint/resource documents</li> <li>• Culture and organisation of care</li> </ul> <p>There was discussion during this meeting and previous on the prospect of gaining insight and advice on documentation from the Coroner. It was felt that something separate to the workshop would be more appropriate.</p> | <p>PM agreed to obtain detail of longer list</p> <p>MK/HMC to provide map to AR for circulation</p> <p>AR to draw up workshop plan</p> <p>MB to look into session with coroner.</p> <p>PM to AR</p> |

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|  | <p><u>Review of PACE Gantt Chart</u></p> <p>AR requested any changes to be made are to be fed back as soon as possible and to include forecast until end of March 2019.</p> <ul style="list-style-type: none"> <li>- Majority of facilitators fed back to AR during meeting</li> <li>- PM to make some changes and revert to AR</li> </ul>   |  |
| <p>4. Resource pack for Adult Record</p> | <p>PM – New member of staff joining the team in WHSCT is planned to review the Record Keeping microsite on NIPEC website.</p> <p>MB – the microsite is now at the stage where a review is necessary to evaluate what is working and what needs changed/updated.</p> <p>Some of the facilitators felt that the power point presentation required review to produce a resource which will allow for shorter awareness sessions.</p> <p>Fast Facts resource – review and update to include:</p> <ul style="list-style-type: none"> <li>- Signpost to areas of adult record which require more detailed explanation guidance</li> <li>- Improve staff understanding that improving record keeping is for both staff and patient protection</li> <li>- Professional Accountability - Front end nurse responsibility and set out clearly expectation of standards directly related to their own practice in record keeping</li> </ul> <p>The adult record is a single use document – there was some discussion around thoughts on repeat admissions and when or if to start a new record. This will be dependent on timing and individual need but some guidance is required.</p> <p>AR – the adult record is available on the microsite. AR has asked that everyone work through the document with a member of nursing staff, highlight any areas causing confusion or areas requiring additional explanation. The findings to be reported back to AR prior to 18 January 2019. This will help highlight areas for workshop and to ensure Fast Facts is fit for purpose.</p> <p>Upload list for microsite:</p> <ul style="list-style-type: none"> <li>- Audit indicators</li> <li>- Presentation for awareness session</li> <li>- Fast facts</li> </ul> | <p>PM</p> <p>Facilitators<br/>AR</p> <p>AR</p> |
| <p>5. AOB</p>                            | <p><u>Future Facilitator Meetings 2019</u></p> <p>Last Wednesday in each month was agreed with dates as follows:</p> <p>February 27<br/>March 27<br/>April 24<br/>May 29<br/>June 26</p>   |  |

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|  | <p>July 24<br/>August 28<br/>September 25<br/>October 30<br/>November 27<br/>December TBC (as last Wednesday falls during Christmas period)</p> <p>All at 10.30-12.30 held at NIPEC.</p> <p>Next meeting: 18 January 2019 (workshop).</p> |  |
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