



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

Wednesday 31st October 2018 10:30-12:30 NIPEC, Belfast

In Attendance:

Penny Moore	Chairperson, Lead Nurse	WH SCT	PM
Audrey Dowd	Facilitator	BH SCT	AD
Dawn Mackin	Governance Co-ordinator	SH SCT	DM
Julie-Anne McKeown	Nursing Development Lead	BH SCT	JM
Michelle Burke	Governance Facilitator	SEH SCT	MB
Helen McClurg	Facilitator	NH SCT	HM
Margaret Kyle	Facilitator	NH SCT	MK
Lorraine Bell	Facilitator	BH SCT	LB
Jackie Rafferty	Nursing Development Lead	BH SCT	JR
Vanessa Eastwick	Facilitator	WH SCT	VE
Ruth Millar	Facilitator		RM
Jane Patterson	Facilitator	SEH SCT	JP
Vi Gray (Teleconference)	Facilitator	WH SCT	VG

Apologies:

Angela Reed	Senior Professional Officer	NIPEC	AR
Sharon Moffett	Facilitator	BH SCT	SM

Agenda Item	Notes	Action
1	Welcome and apologies PM welcomed and thanked everyone for attending.	
2	Notes of previous meeting August and 26 th September Action Notes were accepted. Ruth Millar and Jackie Rafferty are to be added to the circulation list from here on in.	PM
3	Matters Arising: <ul style="list-style-type: none"> • Adult Record From the Working Group – continuation booklets in non-PACE forma. Query whether there is a PACE-format version in draft format. <p>Facilitators to scope areas for printed care plans, handwritten care plans or a mixture of both in non-PACE wards to inform whether there is a need for a non-PACE continuation booklet. AR to write to the AD in each Trust. Clarification of timeframe for scoping to be agreed (possibly before Christmas).</p>	AR All/AR

Implementation of new booklet – Regional guidance and presentation to be developed when NIPEC have capacity.

Suggestions for method of rollout by each trust:

SE	Rolling awareness sessions
N	Query rollout with PACE (Staff challenges noted)
B	Incorporate into the mandatory training
S	Train the trainers
W	Rolling awareness sessions
Kingsbridge	no issues foreseen

- **Children’s and ED Facilitators**

SE	ED – Record being used, SQE Project to embed PACE Children’s – SQE Project on Recording Care. The Clinical Educators are working with ED
N	ED Antrim - Record rolled out – no further update
B	ED RVH – document being used ED Mater – Not sure at present Children’s – ENT Conference – Ward 31 RVH (Children’s ED inserted PACE into their care pathway and prompts on their evaluation sheet)
S	ED Daisy Hill – Clinical Educator to refocus Children’s Daisy Hill – PACE Training provided but using their own record Craigavon have also rolled out the ED Document.
W	ED Altnagelvin – Record and PACE have gone live together for all attendances ED, SWAH – PACE Champions attended awareness sessions with the aim of going live with the regional ED document in November 2018. Children’s – Awareness sessions on PACE Record in Altnagelvin. South West Acute have a MDT approach and are developing a MDT insert for the record. Consent has been obtained from NIPEC Recording care group to make small changes to the regional Me and My Family booklet in order to conduct a pilot.
Kingsbridge	Focus on the Adult record

The practice standard for ED is that the hard copy of the record stays in ED or is scanned onto Symphony and a copy is sent to the wards for information.

MB advised the group that The Expert Reference Group for Children’s will be re-established. There is a meeting at the end of November to look at a short-stay assessment record incorporating PACE and standards for Children’s.

- **BHSCT audit system and NOAT**

	<ul style="list-style-type: none"> - There is an Excel worksheet with the Short NOAT indicators including the care-planning section from the new NOAT. - It is easier and quicker to use. - They are looking at gathering the data centrally within the trust. - This is an interim solution before they find a permanent solution – which has not been agreed as yet. <ul style="list-style-type: none"> • Half day workshop – January 2019 <ul style="list-style-type: none"> - 18th January 2019 – AM <p>Expectations of the group are:</p> <ul style="list-style-type: none"> - Just for the PACE Facilitators - To standardise the approach to scale and spread, teaching and awareness practices. - To review the electronic resources on the NIPEC micro site - To have a contribution from the professional/legal aspect of care planning - It needs to be a full day to be effective - To look at the language used – in view of Encompass coming along - To look at the abbreviations - NOAT guidance needs to be development 	
4	Care Settings implementing PACE <ul style="list-style-type: none"> • Review and feedback to AR by 16th November, 2018 	All
5	Any other business <ul style="list-style-type: none"> • Assessment of need <ul style="list-style-type: none"> - We need a standardised language - ‘Retrospective’ means not on the same day/shift - Kingsbridge currently have hand-written care pathways and are in talks with Compucare re: IT system. • Consent <ul style="list-style-type: none"> - What does consent look like in practice? - Consent to plan care – what does this mean? • Recording of PACE <ul style="list-style-type: none"> - Guidance around using A and C together – flexibility of the Framework • Safeguarding and patient’s risk of pressure damage <ul style="list-style-type: none"> - There is a need for regional agreement in regards to recording care and managing all risk factors. Should the evidence based care bundles which are regionally agreed be included in the record? • NIRAQ Conference <ul style="list-style-type: none"> - SQE Project poster was presented • Trust Quality Events <ul style="list-style-type: none"> - W – 28th November, 2018 SQE Project poster will be presented - SE – 30th November, 2018 - SQE Project poster will be presented • PACE Newsletter <ul style="list-style-type: none"> - All in agreement that it is a success • HCSW writing in the record <ul style="list-style-type: none"> - Guidance needs to be agreed 	
6	To take to Working Group: <ul style="list-style-type: none"> • How will students and agency staff be made aware of the new record? • Is there an agreed date for changeover to the new record? • What PACE awareness students are receiving? • We need to capture the time to record as part of patient care • HCSW – recording guidance • Language – standardisation and ability to measure 	AR

	<ul style="list-style-type: none">• Consent – as above• Safeguarding – what does this mean for PACE	
7	Future facilitators meetings: <ul style="list-style-type: none">• 19th December 2018 – 10:30 -12:30 NIPEC Meeting Room	
8	Date and time of next meeting: <ul style="list-style-type: none">• 28th November, 2018 – 10:30 -12:30 NIPEC Meeting Room	