Recording Care: Evidencing Safe and Effective Care
Facilitators Meeting

Friday 26th January 2018 10:30-13:30 NIPEC, Belfast

In Attendance:

Dawn Mackin	Governance Co-ordinator	SHSCT	**DM**
Mary Campbell	Practice Educator	WHSCT	**MC**
Penny Moore	Lead Nurse	WHSCT	**PM**
Sharon Moffett	Facilitator	BHSCT	**SM**
Helen McClurg	Facilitator	NHSCT	**HMC**
Margaret Kyle	Facilitator	NHSCT	**MK**
Jane Patterson	Facilitator	SEHSCT	**JP**
Audrey Dowd	Facilitator	BHSCT	**AD**
Lorraine Bell	Facilitator	BHSCT	**LB**
Julie-Anne McKeown	Nurse Development Lead	BHSCT	**JMK**
Fiona Kidd	Nurse Development Lead	BHSCT	**FK**
Michelle Burke	Professional Officer	NIPEC	**MB**

Apologies: Teleconference:
Vanessa Eastick   Vi Gray (unable to get connected)

Agenda Item	Notes	Action
1	**Welcome and apologies** MB welcomed everyone and a round of introductions was taken, Lorraine and Julie-Anne where welcomed to their first meeting. The action notes from 27th November and 20th December were agreed as an accurate reflection of the meetings.	
2	**Matters Arising** *Adult record* MB updated the group on the progress of the final draft. A copy will be shared once the final record has been agreed. *HEI evaluation* MB provided an update – the research proposal will be submitted next week. Once available MB will circulate to group. *SQE programme* JP and MB provided an update, measuring phase will commence shortly. DM and PM also feedback to the group. Discussion followed on how the measurements used could be incorporated into the PACE spread plan. Further discussion was taken under item 3. MB advised that share point had been sent up for SQE, this can be used across all HSC organisations and would be set up for other recording care groups. Discussion was held on the programme source of SQE, MB advised that the IHI had excellent resources and the group could register and avail of the resources without completing the SQE. MB to send link for IHI and FoNS. IHI link - http://www.ihi.org/Pages/default.aspx FoNS link - https://www.fons.org/library/journal-ipdj-home	**MB to send** **MB circulate when available** **MB to send Link**

	JP provided an update on PACE electronic format on the SEHSCT eDAMS system.	
	Care settings implementing PACE MB advised that the verified table of care settings currently implementing PACE will be uploaded to the record keeping microsite and sent to the HEI/CEC representatives on the working group. The SHSCT will not be included at this stage as discussion is required with ADN Margaret Marshall, the trust is currently reviewing the wards that PACE was implemented.	
3	**Progress** *Event dates* Discussion was held regarding the workshop on the 28th March 2018 – review of PACE. The group felt that it would be best holding the champions network meeting until after this. It was agreed that the facilitators would communicate with champions and ward staff regarding the purpose of the workshop and preparation for the day.	**ALL to communicate**
	Flyer PACE Workshop 28th March	
	The other event on nursing language will be held on 22nd March 2018, venue to be confirmed. MB to send out flyer when available	**MB to send**
	Flyer Nursing Languages Symposium	
	Review plan Discussion was held on the current plan for implementing PACE. It had been agreed at the last steering group meeting that this would increase to 20 weeks. It was also discussed that the measurement and feedback in the implementation would be updated in line with the SQE work. The tabled SQE questions and postcard story questions were also discussed. The GANTT will be updated to reflect the 20 weeks and proposed new measurement/feedback. MB will put spread plan on the microsite.	**MB to send Updated Gantt** **MB to upload**
	Wards not meeting the criteria MB advised group to send (if already not done) template on the wards that do not meet the criteria, this will be reported to steering group.SM raised the 'high volume patients', discussion followed. MB advised that the chair of the steering group EDoN Nikki Patterson had requested this be added.	**ALL to send**
	Inclusion criteria not met template.docx	

4	**Resources and training**	
	Revised prompt	**ALL to send comments**
	This will be completed once the adult record is finalised. Discussion was held around the term outcomes, it was agreed that this was not the most intuitive word for goals and further consideration to be given to what would be most appropriate. All to consider and send feedback.	
	 V4PACE prompt current 010617.docx	
	Real life stories	**MB to send**
	MB advised that these will continue to be collected and could be used in SQE work and feedback on the impact of implementing PACE. MB to resend templates.	
	 postcard stories.docx	
	Champions network	
	It was agreed that this would hold until after the meeting on the 28th March.	
	Logo and Newsletter	**MB to send**
	MB shared the newsletter template from JP. MB will also send samples of logos	
	 PACE newsletter logo idea.docx	
5	**Any Other Business**	
	NOAT Discussion was held on the revised indicators that had been tested. The questions have been further revised for SQE, MB to send to the group and final agreement will be sought at the next meeting. At this stage the adult records final draft will have been agreed. The full NOAT can then be updated for the next working group meeting. Review the 2 NOAT care planning below and feedback at next meeting:	**ALL to feedback**
	 updated care plan section adult.docx 9 NOAT.docx	
	10, 000 voices VG feedback that from the 10,000 voices in the wards that PACE has been implemented there was evidence of positive patient experience. VG to send evidence. JP and MK advised that they also had a project manager working on 10,000 voices, both to enquire if they had similar experience.	**VG/JP/MK to feedback**
	NIRAQ conference October 2018 MB advised that this conference was inviting applications soon for oral or poster presentation, MB sits on the steering group and will keep updated. The group to consider a presentation on PACE.	
Date and time of next meeting: Thursday 22nd February, 2018. 10:30 – 13:30. NIPEC , Belfast		