

# Review of In-house Nursing and Midwifery Education Activities within HSC Trusts

## Task and Finish group meeting

**Date:** 16<sup>th</sup> November 2021 at 2pm

**Platform:** Zoom videoconference

**Present:**

Kathy Fodey (KF)(PHA) (Chair)	PHA
Ann Marie Ward (AMW)	BHSCT
Claire Crowe (CC)	NHSCT
Roisin Devlin (RD)	SEHSCT
Gillian Henry (in lieu of S. Burnside)	SHSCT
Dr Carol McKenna (CMcK)	NIPEC
Fiona Bradley (FB)	NIPEC

**Apologies:**

Dawn Ferguson (DF)	SHSCT
Sally Martin (SM)	WHSCT
Sharon Burnside (SB)	SHSCT
Patricia Cosgrove (PC)	DoH

Agenda Item	Notes	Action by
<b>1&amp;2.</b>	<b>Welcome and introductions</b>  KF welcomed everyone to the meeting. Apologies were noted. Special reference and welcome was made to Dr Carol McKenna who was invited to this meeting for information and to be appraised of this work.	
<b>3.</b>	<b>Minutes of Previous Meeting (17th August 2021)</b>  These were agreed as a final and accurate account.	
<b>4.</b>	<b>Review comments and agree Draft Proposal</b> KF provided context to the meeting in that A McLernon (CEx, NIPEC) had reviewed the proposal and had put forward a number of comments and suggestions, including adding a retrospective account of the work taken forward by the group to date. FB reviewed the document with the group and updated them on the changes made. The group agreed with the revised document. It was agreed that the collection of the information within the review needs to be relevant, succinct and easy understood so that the data collector feedbacks accurate information for the analysis. CMcK has agreed to explore the development of potential indicators which would be beneficial for use within a proforma that would be used to collect and analyse the data.	

	CMcK to link with each of the HSC Trust members within the group to identify the methods used to collect information on education activities within each of their respective Trusts.	CMcK & Trust members
<b>5.</b>	<p><b>Next Steps</b></p> <p>It is planned to seek approval for this work and will be tabled at the next CNO Business meeting on the 29<sup>th</sup> November 2021          KF, CMcK and FB to meet early January 2022 to review and consider the data collected from the Trusts.</p>	<p>KF &amp; FB</p> <p>KF, CMcK &amp; FB</p>
<b>6.</b>	<p><b>Any Other Business</b></p> <p>No other business</p>	
<b>10.</b>	<p><b>Date and time of next meeting</b></p> <p>To be arranged for late January 2022</p>	