

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

## Task and Finish group meeting

**Date:** 14<sup>th</sup> December 2020 at 11am

**Platform:** Zoom videoconference

**Present:**

Kathy Fodey (PHA) (Chair)	PHA
Ann Marie Ward (AMW)	BHSCT
Dawn Ferguson (DF)	SHSCT
Roisin Devlin (RD)	SEHSCT
Sally Martin (SM)	WHSCCT
Fiona Bradley (FB)	NIPEC

**Apologies:**

Brendan McGrath	WHSCCT
Claire Crowe (CC)	NHSCT
Patricia Cosgrove (PC)	DoH
Sheelagh O'Connor (SO'C)	BHSCT

Agenda Item	Notes	Action by
1&2.	<p><b>Welcome and introductions</b></p> <p>FB welcomed everyone to the meeting. Apologies were noted and introductions were made.</p>	
3.	<p><b>Background and Context</b></p> <p>FB updated the members of the group on the discussions and actions from the previous meeting held on the 6<sup>th</sup> October 2020 which outlined the long term plans to develop a Regional CPD Framework and the preliminary steps to explore what a review of in-house education activities in HSC Trusts might usefully focus on which would be of benefit to all stakeholders. Taking into consideration the complexities associated with such an exercise, the need to clarify and define in-house education along with some quantification of the education activities being delivered in Trusts needs to be considered. There was an agreement that it was also important to identify the strengths and weaknesses of in-house education.</p> <p>It was agreed that a small task and finish group would be convened with the members from this group (meeting on 6<sup>th</sup> October 2020) to develop a draft outline project plan with terms of reference and methodologies for taking forward this work within an agreed timescale. This would be presented to the Directors of Nursing at a future CNO Business meeting for consideration.</p>	

	<p>It was agreed that the Chair for this work should be independent of the Trusts to maintain objectivity and that Kathy Fodey Senior Programme Manager; (PHA) would be approached.</p> <p>FB reminded the group that a first draft of a project plan and draft terms of reference for this work had been emailed to them in advance of this meeting as a means of starting discussion around this work.</p>	
<p>4.</p>	<p><b>Overview of Draft Project Plan</b>  (Due to failed internet connection FB was disconnected from the meeting for approx. 5 minutes).  KF continued the meeting by starting to review the draft project plan.  It was noted by SM that the aims should make reference to improving the standards of patient care.  Discussion took place around the remit of this group. FB provided clarity that this was a small short lived group convened to develop a draft project plan including terms of reference to take forward the review of in-house education activities. The group would also explore and agree what approach should be used to carry out the review identifying the methodologies/data sets ranges which would be most appropriate to use, being mindful of the volume, range, and complexities of this exercise.  This would be presented to the CNO and Directors of Nursing for consideration. If this proposal is accepted a Project Steering Group would then be formed to oversee the implementation, progress and adherence to the project.  Different aspects of taking forward the review was considered and discussed including:</p> <ul style="list-style-type: none"> <li>• There needs to be consistency in the education activities provided mindful of possible duplication with CEC</li> <li>• Those education programmes that are monitored as part of the annual Quality Assurance monitoring review by NIPEC should not be included as this would be repetition</li> <li>• Distinction should be made between those education programmes that develop competencies and extend roles compared to those that are awareness raising and keeping knowledge up to date</li> <li>• Need to confirm if the regionally agreed NIPEC <i>'In-house Teaching Activities Quality Assurance Process Self-Assessment Tool'</i> is used in the development of the in-house education activities</li> <li>• Should those programmes provided by external education providers be considered as in-house education activities?</li> <li>• Should inclusion of induction and mandatory training programmes be considered?</li> <li>• Explore personal who provides the education activity and if they have a teaching qualification</li> <li>• Identify the rationale/need for delivery of the in-house education activity</li> </ul> <p>It was agreed by the group that there is a need to be clear on what information is required from this review and how the data can be collected in a resourceful and beneficial manner.</p>	

<b>5.</b>	<b>Next Steps</b>  FB to update the Project Plan and send out to group for comments.	<b>FB</b>
<b>6.</b>	<b>Date and time of next meeting</b> <ul style="list-style-type: none"><li>• 11th January 2021 @10am</li></ul>	