

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

## Working Group Meeting

15<sup>th</sup> February 2021 at 10.00am

Zoom videoconference

### Present:

Paula Forrest, Deputy Director of Nursing Workforce, Education, Regulation & Informatics (Chair)	PF
Kathy Fodey, Senior Programme Manager, PHA	KF
Ann Marie Ward, Lead Nurse Regulation Learning & Informatics BHSCT	AMW
Claire Crowe, Lead Nurse for Education and Development NHSCT	CC
Sally Martin, Head of Nursing and Midwifery Workforce WHSCT	SM
Sharon Burnside, Head of Nursing & Midwifery Education and Workforce Development SHSCT	SB
Fiona Bradley, Senior Professional Officer, NIPEC	FB
Linda Woods, Administrative Officer, NIPEC (notes)	LW

### Apologies:

Roisin Devlin, Nurse Lead for Workforce Education and Development SEHSCT

Agenda Item	Notes	Action by
1	<p><b>Welcome and introductions</b></p> <p>FB welcomed everyone to the meeting. FB provided a context to the meeting and handed over to KF who announced her retirement and that she was stepping down as Chair from the project and handing over responsibilities to PF. KF thanked everyone on the Group for the support given to the project.</p> <p>FB thanked Kathy on behalf of the Group as her work was invaluable to the project.</p> <p>A round of introductions was held.</p>	
2	<p><b>Apologies</b></p> <p>Roisin Devlin</p>	
3.	<p><b>Review of the project (Phase One) and handover from K Fodey</b></p> <p>KF updated the group that Phase One of the project was signed off and that approval was given for Phase Two to proceed. No funding was available to support a resource within each Trust for collection of the data etc. however there may be limited resources to support the data analysis.</p>	
4.	<p><b>Establishment of Working Group to take forward Phase Two</b></p> <p><u>Membership of Working Group</u></p> <p>All members agreed with the proposed membership and that a NIPEC Council member may join the group at a later time.</p> <p><u>Terms of Reference</u></p> <p>The Terms of Reference were discussed in detail and agreed.</p>	

	<p><u>Objectives for Phase Two</u> Agreed.</p> <p><u>Programme of work for Phase Two</u> Concerns raised re the challenges of completing the project within a 6 month timeframe but agreed to work within this and if required, an extension to the timeframe could be made. FB to start a GNATT chart with specific timings. Programme of work agreed. Questions for proforma (scoping tool) discussed and agreed. FB to circulate this for comment and quick reply. FB to seek advice from a data analyst to ensure the right questions are being asked in the correct format. Agreement from the group that small scale testing of the scoping tool should be carried out first with refinement if necessary. Scoping tool to be distributed within each Trust in early March for completion within a 6 week turnaround adding 2 weeks for mop ups, if necessary. Data analysis to take place in April/May followed by in-depth analysis of a subset of education activities using an agreed assessment criteria to take place after this.</p> <p><u>Equality and Human Resources Screening Template</u> Not discussed. To go on the agenda for the next meeting.</p>	<p>FB to start a GNATT chart</p> <p>FB to circulate Scoping tool for comment</p> <p>Test the Scoping Tool</p> <p>Agenda item for next meeting</p>
5.	<p><b>Dates and times of future meetings</b> It was agreed to hold the next meeting in late March. A doodle poll will be circulated to the group. If necessary half hour meetings may be required for quick updates.</p>	Doodle Poll to be circulated
6.	<p><b>Any other business</b> No other business discussed.</p>	
<b>Action</b>	<b>By</b>	<b>Completed/ Ongoing</b>
GNATT chart to be commenced	FB	
Scoping tool to be circulated for comment	FB/All quick reply	
Test the Scoping tool	HSC Trusts	
Agenda item for next meeting	LW	
Doodle Poll to be circulated	LW	