

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

Task and Finish group meeting

Thursday 31st March 2022 at 11.30-1.30pm

Platform: Zoom videoconference

Present:

Paula Forrest, Deputy Director of Nursing Workforce, Education, Regulation & Informatics (Chair)	PF
Sheelagh O'Connor, Senior Manager, Nurse Education, Regulation and Informatics (obo AMWard) BHSCT	SO'C
Claire Crowe, Lead Nurse for Education and Development NHST	CC
Aishleen Cunningham, Practice Education Facilitator, NHST	AC
Sally Martin, Head of Nursing and Midwifery Workforce WHST	SM
Sharon Burnside, Head of Nursing & Midwifery Education and Workforce Development SHST	SB
Roisin Devlin, Nurse Lead for Workforce Education and Development SEHST	RD
Fiona Bradley, Senior Professional Officer, NIPEC	FB
Linda Woods, Administrative Officer, (note taker) NIPEC	LW

Apologies: Ann Marie Ward, Lead Nurse Regulation Learning & Informatics BHSCT

Agenda Item	Notes	Action by
1	Welcome	
2	Apologies As noted above.	
3	<p>Previous Notes of 15th February 2022 and matters arising Notes of 15th Feb 2022 agreed and all actions completed.</p> <p>FB had circulated scoping tool and thanks was given for prompt returns.</p> <p>Equality and Human Rights Screening Template - to be kept on the Agenda.</p>	To remain on agenda.
4	<p>Feedback and results from the Scoping Tool FB shared results from all the Trusts. Discussion held around the comments such as:</p> <p>It would be helpful to have an instruction sheet with clear instructions for completion of the Scoping Tool. Comment section for free text should be kept to a minimum for the purpose of data collection details.</p> <p>Columns A, B and C all discussed and agreed.</p>	

	<p>Column D – Wording to be amended to read ‘person developed’</p> <p>Column E – Take out delivering – add NONE to drop down box.</p> <p>Column F – Drop down box to read 1.Trust Wide 2. Service/Dept specific 3. Both Trust wide and Service/Dept specific 4. Other Other (can expand in Comments section if necessary (add guidance in instruction sheet)</p> <p>Column G – no changes</p> <p>Column H – Keep existing information and add 2 additional headings - more than 2 weekly, more than 4 weekly</p> <p>Column I –Comments box should have been free text</p> <p>Column J – no changes</p> <p><u>Added Comments for discussion</u></p> <p>It was noted that there was feedback from the pilot that some of the education activities didn’t fit within the exclusion criteria. This was discussed and it was agreed that the purpose of the work along with detailed explanation on the use of the scoping tool should be provided.</p> <p>FB will make amendments to the scoping tool and circulate back to the group for comments and amends for return by Thursday 7th April.</p>	<p>FB to amend and resend out Scoping Tool.</p>
<p>5</p>	<p>Programme of Work and GANNT Chart – next steps</p> <p>PF thanked everyone for working with the timeframe.</p> <p>Discussion was held around specific dates for distribution and completion of scoping tool.</p> <p>The Scoping tool to be sent to all areas in the Trusts for distribution and completion on Monday 11th April for return by the 23rd May. Cleansing of the returned data to be carried out by Education Leads and returned to PF and FB by 30th May 2022.</p> <p>PF and FB to meet and discuss returned data before next meeting.</p> <p>FB to send out In-house Teaching Activities Quality Assurance Self-Assessment Tool for members to look at and consider assessment criteria in advance of next meeting.</p>	<p>Updated Scoping Tool to circulated to Trusts by 8th April 2022</p> <p>FB to send In-house QA document</p>
<p>6</p>	<p>Date and time of future meetings</p> <p>Wednesday 27 April:1.30-3.30pm</p> <p>Tuesday 7 June: 10.30-12.30pm</p> <p>Wednesday 20 July: 1.30-3.30pm</p> <p>Extra meeting date to be organised in June 2022 in anticipation that more time required for data analysis.</p>	<p>Further date to be organised</p>

7	Any other business No other business. PF thanked everyone for their contribution in todays meeting.	
Action	Comment	Completed/On-going
Equality and Human Resources Screening Template to be kept on Agenda	LW	
Scoping Tool to be amended and resent to members for comment and confirmation	FB	
Updated Scoping Tool to be sent to Trusts by 8 th April 2022 for distribution and circulation	FB	
In house QA assurance document to be forwarded to members	FB	
Future date to be organised for later in June	FB	