

## Review of the Maternity Support Workers (MSW) education programme and development of resources for the MSW role

### Second meeting of the Steering Group

**Thursday 24<sup>th</sup> March 2022 at 10.00am via Zoom Platform**

**Present:**

Dawn Ferguson, Interim Assistant Director of Nursing, Workforce and Education (Co-Chair) SHSCT	DS
Fionnuala McCluskey, Midwifery Support Officer (Co-Chair) DoH	FMcC
Heather Watson, Midwifery Support Officer (attending obo Dr Dale Spence, (DOH)	HW
Helen Weir, Head of Midwifery, NHSCT	HW
Shirley Stronge, Senior Education Manager, CEC	SS
Lynn Irwin, HR Manager, Vocational Workforce Assessment Centre	LI
Karen Murray, NI Director RCM	KM
Valerie Porter, Head of Midwifery, SEHSCT	VP
Maura McKenna, Trade Union Coordinator	MMcK
Anne Shine, representative of HR Forum	AS
Alison Little, Midwife Consultant, PHA	AL
Fiona Bradley Senior Professional Officer, Project Lead, NIPEC	FB
Linda Woods Admin Officer, Note Taker, NIPEC	LW

**Apologies:-**

Dr Dale Spence, Midwifery Officer, DoH,  
 Monica Johnston, Staff Tutor, Open University

Agenda Item	Notes	Action by
<b>1</b>	<b>Welcome and introductions</b> DF welcomed everyone to the meeting. A round of introductions were held. Anne Shine (HR) was welcomed to the Steering Group	
<b>2</b>	<b>Apologies</b> Noted as above	
<b>3</b>	<p><b>Previous Notes of 3<sup>rd</sup> February 2022 and associated actions</b>            Action Notes of 3<sup>rd</sup> February 2022 were agreed and actions summarised as below:-</p> <p>MMcK had not received the Action Notes from last meeting- to be resent and email address to be verified.            PID was reviewed and circulated to Group after meeting. No responses were returned. Approval for PID provided by Group.            Representation from HR Forum confirmed.            Equality Screening – no comments returned from Group and template forwarded to HSC Equality Unit for screening – currently awaiting response back.            Future dates circulated with note of one change in September 2022 date.            MSW representation on Working Group – MMcK to forward names of MSWs as soon as possible and share future meeting dates with them, once confirmed</p>	<p><b>Action Notes 3 Feb 22 to be resent to MMcK and email address to be verified</b></p> <p><b>Await response from Equality Unit</b></p> <p><b>MMcK to forward MSW names</b></p>

	<p>Service User representation on Working Group – Margaret Rogan (BHSCT) met with FB and written request put forward to the N.I. Maternity User Forum – no feedback to date.</p> <p>Following discussion it was agreed that each Trust to share information on the MSW project with their Maternity Trust Liaison Committees (MSLC).FB to forward communication for Trust members to share with MSLCs.</p> <p>3 HSC Trusts have returned their completed Scoping Tool templates to date.</p>	<p><b>FB will forward communication for HSC Trusts to share with MSLCs</b></p>
<p><b>4</b></p>	<p><b>Feedback from Working Group</b></p> <p>HW (Co-Chair) of the Working Group reported as follows:- Working Group met on 2nd March 2022 MSW representation discussed and suggested the possibility of focus groups being held.</p> <p>Service User representation to the Working Group - see note above in (3).</p> <p>Scoping Tool to collect data on the core duties of the MSW role was developed and revised by Working Group. It was circulated to the Trusts for completion by 16th March 2022. The Group discussed and agreed that this work should explore the duties of the MSW role now and into the future.</p>	
<p><b>5</b></p>	<p><b>Core duties of MSW role and future proofing</b></p> <p>FB explained to the format of the Scoping Tool to the Steering Group and identified that the information to inform the Tool was taken from the MSW Job Description, Aide Memoire -Traffic Light Signals (2014) and RCN Roles and Responsibilities (2016).</p> <p>FB presented the feedback from the 3 Trusts and discussion was held in regard to the responses, paying particular attention to those responses where there was discrepancies. The Group agreed on the majority of the MSW core duties with some rewording and a small number of duties were identified for further discussion at the next Working Group meeting.</p> <p>FB agreed to circulate the Scoping Tool to the Group with the agreed changes made from today’s meeting for checking and any further comments to be returned as soon as possible.</p> <p>FB shared a copy of the GP Senior Nursing Assistants Competencies Framework as an example of how the MSW competencies will be displayed under the 4 domains used in the Nursing and Midwifery Careers pathways;</p> <ol style="list-style-type: none"> <li>1. Clinical Practice</li> <li>2. Education and Learning,</li> <li>3. Research and Evidence Based Practice</li> <li>4. Leadership and Management.</li> </ol> <p>DF and FB to follow up on outstanding 2 HSC Trusts requesting return of completed Scoping Tools asap. This information will be added to the existing Master copy and any differences noted. Further discussion of the core duties to take place at next Working Group meeting.</p>	<p><b>Scoping Tool to be shared with SG members for checking and further comments.</b></p> <p><b>DF and FB to follow up with the 2 Trusts re return of Scoping Templates.</b></p>

	DF checked with the Group re the process and progress of the work and there was no further comments.	
<b>6</b>	<b>Next Steps</b> DF summarised the next steps actions, as tabled below.	
<b>6</b>	<b>Dates &amp; times of future meetings</b> Thursday 5 <sup>th</sup> May 2022 at 10-12 Thursday 16 <sup>th</sup> June 2022 at 10-12 Thursday 28 <sup>th</sup> July 2022 at 10-12 Friday 16 <sup>h</sup> September 2022 at 10-12	
<b>7</b>	<b>Any other Business</b> No other business.	
<b>Action</b>	<b>Comment</b>	<b>Completed/On-going</b>
Action Notes of 3 Feb 22 to be forwarded to MMcKenna and email address to be verified	LW to forward	
Equality Screening Template – await response from Equality Unit	LW	
MSW names for representation on Working Group to be forwarded to FB and share future meeting dates with them, once confirmed.	MMcK	
FB will forward communication for HSC Trusts to share with MSLCs	FB	
MSW Core Duties Scoping Tool with agreed changes to be circulated to SG for checking and further comment.	LW	
DF and FB to follow up with the 2 outstanding Trusts re: return of completed Scoping Tools asap	DF/FB	