

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

First meeting of the Working Group

Wednesday 2nd March 2022 at 2.00pm via Zoom Platform

Present:	Helen Weir, Co-Chair, Interim Head of Midwifery, NHSCT	HW
	Heather Watson, Co-Chair, Midwifery Support Officer, DoH	HWa
	Margaret Rogan, Consultant Midwife, Deputy Head of Midwifery, BHSCT	MR
	Mary Dawson, Lead Midwife, SHSCT	MD
	Brenda McClafferty, Lead Midwife, WHSCT	BMcC
	Cathy Hamilton, Practice Development Midwife, NHSCT	CH
	Gillian Morrow, Continuity of Midwifery Care, Consultant Midwife, PHA	GM
	Shirley Stronge, Senior Education Manager, CEC	SS
	Lynn Irwin, Senior HR Manager, Workforce, Education, SHSCT	LI
	Sue Trouton, Maternity Peripatetic (RQF) Assessor SHSCT	ST
	Mary Caddell, Regional Officer, RCM	MC
	Maura McKenna, Regional Job Evaluation Lead	MMcK
	Fiona Bradley, Senior Professional Officer, NIPEC	FB
	Linda Woods, Administrative Assistant, NIPEC, (note taker)	

Apologies:- Leanne Hawthorne, SEHSCT

Agenda Item	Notes	Action by
1	Welcome and introductions HW welcomed everyone to the first meeting of the Working Group. Introductions were held and apologies given.	
2	Apologies As noted above.	
3	<p>Project Initiation Document</p> <p><u>Background and Context for Review</u> FB gave a presentation on the background and context for the Review.</p> <p><u>Aims and Objectives</u> The aims and objectives of the project, which had been agreed by the Steering Group were identified and discussed.</p> <p><u>Working Group Membership</u> Membership of the Group was discussed and agreed. MMcK confirmed that she would forward the names of two Maternity Support Workers to sit on the Working Group.</p> <p>MR stated that it may be possible to obtain Service User representation from the NI Maternity Forum to join the Working Group. FB and MR to discuss same.</p> <p><u>Terms of Reference</u> Agreed.</p>	<p>MMcK to forward 2 names to FB</p> <p>FB and MR to meet to discuss Service User member representation</p>

	<p><u>Programme of Work and timescales</u> FB shared a slide on the programme of work and timeframes. Discussion followed around achieving the tasks within the tight timeframes, especially the development of MSW competencies.</p> <p>Members of the Group to carry out/delegate the scoping exercise for the collection of data on the core duties of the MSW role.</p> <p>ST noted Skills for Health, National Occupational Standards had already been developed on a UK basis and could be used as a crossover to assist this work. ST to share this with FB.</p> <p>It was agreed that while information in the scoping tool was based on the Traffic Lights System (2014) and the RCM roles and responsibilities (2016), now is a good time to review the core duties taking into consideration the development of maternity services now and into the future.</p>	<p>ST to send Skills for Health and National Occupational Standards to FB</p>
<p>4</p>	<p>Next Steps</p> <p>FB presented the excel Scoping Tool to the Group. Extensive discussion was held around the Scoping Tool with generic competencies, banding differences in Trusts and future proofing. It was agreed to add another drop down box along with the YES/NO to read 'would prefer'.</p> <p>An extra section to be added with 'other' duties to be considered for the MSW role now and into the future. Amended Scoping Tool to be circulated to the Group and the 5 Trusts to complete and return by 16 March 2022.</p>	<p>FB to circulate Scoping Tool as soon as possible, for return by 16 March 2022</p>
<p>5</p>	<p>Dates & times of future meetings Tuesday 29th March 2022 at 10.00-12.00 Tuesday 26th April 2022 at 10.00-12.00 Further dates to be circulated as soon as possible</p>	<p>LW to circulate future dates</p>
<p>6</p>	<p>Any other Business – No other business</p>	
<p>Action</p>	<p>Comment</p>	<p>Completed/On-going</p>
<p>Maternity Support Worker nominations - 2 names to be sent to FB</p>	<p>MMcK</p>	<p>On-going</p>
<p>Discussion regarding User member on the Working Group</p>	<p>FB/MR</p>	<p>On-going</p>
<p>Skills for Health and National Occupational Standards to be sent to FB</p>	<p>ST</p>	<p>Completed</p>
<p>Scoping Tool to be circulated as soon as possible, for return by 16 March 2022</p>	<p>FB</p>	<p>Completed</p>
<p>Future dates to be circulated to the group</p>	<p>LW</p>	<p>On-going</p>