



# Develop principles to enable safe, effective and person-centred Handovers within acute settings in Northern Ireland Project Steering Group

## FIRST MEETING

August 21st 2017 from 1400-1600: Meeting Room, Second Floor, NIPEC, Belfast

## Actions arising

		Actions
<b>Membership</b>	<p>Reviewed and agreed</p> <p><b>In attendance:</b> Linda Kelly (LK), Bernadette Gribben (BG), Lynn Wightman, Marian Mulholland, Ruth Bailie (RB), Josephine Matthews, Jane Patterson, Donna Keenan, Thomas Hughes (TH) , Tina Irwin , Debbie Goode</p> <p><b>Apologies :</b> Donna Gallagher and Lynn Wightman</p> <p><b>Not represented :</b> QUB and Unison, Florence Mitchell QUB</p> <p><b>To be added :</b> front line staff to join project group</p>	<p>Contact details of <b>Trust representatives</b> to be forwarded to <b>BG</b> (Front line staff x 1 per trust to join project group)</p> <p>Where front line staff are unable to be nominated, members of the group will commit to using established internal forums to communicate with front line staff</p>
<b>Literature review</b>	<p>Establish a small subgroup to review literature (RB TH &amp; BG)</p> <ul style="list-style-type: none"> <li>- To take place directly after Steering Group Meeting</li> </ul>	<p><b>RB and TH</b> to critique amend and add to BG initial lit review . to be returned by 30 August</p>
<b>Scoping tool</b>	<ul style="list-style-type: none"> <li>- Handover scoping tool reviewed and amendments suggested. Approach to scoping activity agreed</li> <li>- When survey monkey questionnaire amended <ul style="list-style-type: none"> <li>o LK &amp; BG to send out letter to DON/ cc to ASS DON</li> <li>o To complete over a 4 week period, ? through September 2017</li> <li>o Reminder prompts to be given at 2 weeks and 3 weeks.</li> </ul> </li> </ul> <p><u>Post meeting: BG suggests:</u></p> <ul style="list-style-type: none"> <li>- The questionnaire will need to be Piloted</li> <li>- At the next meeting consider if a tool to capture information regarding all other communications approaches (e.g. safety briefs) needs to be developed</li> </ul>	<p><b>LK</b> to check with SET audit department how to support development of Survey Monkey</p> <p><b>BG</b> to confirm timeframe for changes to document within NIPEC</p>
<b>Project Group meetings planned</b>	<ul style="list-style-type: none"> <li>• Friday 27<sup>th</sup> October 2017 from 1000 to 1200 in NIPEC (Analysis of data planned for October meeting)</li> <li>• Thursday 14<sup>th</sup> December 2017 from 1000 to 1200 in</li> </ul>	<p><b>BG</b> to send out meeting invite</p> <p><b>All Project Group</b> to confirm attendance using outlook diary</p>

	NIPEC ( agree Project Report)	
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