

**Future Nurse Future Midwife**  
**Working Group Meeting**

**Thursday 14<sup>th</sup> November 2019 11:00 – 13:00**

**Venue: D2 Conference Room Castle Buildings, Stormont Belfast**

**Minutes**

<b>In Attendance</b>	<b>Organisation</b>	<b>Apologies</b>	<b>Organisation</b>
Angela McLernon (AMcL) Co-Chair	NIPEC	Cindy Anderson	NI Hospice
Brendan McGrath (BMcG) <i>(By teleconference)</i>	WHST	Dawn Ferguson (DF)	SHSCT
Carol McGinn (CMcG)	WHST	Janet Webb (JW)	OU
Caroline Diamond (CD)	NHSCT	Kathy Fodey (KF)	PHA
Clare Marie Dickson (CMD)	SEHSCT	Paul Canning (PCa)	CEC
Dale Spence (DS)	DoH	Peter Barbour (PB)	DoH
Donna Gallagher	OU	Sue West (SW)	NMC
Elish Macdougall (EM)	BHSCT	Heather Finlay (HF)	DoH
Fiona Bradley (FB)	NIPEC		
Frances Cannon (FC)	NIPEC		
Gail Doak (GD)	SHSCT		
Jenny McNeill (JMcN)	QUB		
Joanne Fitzsimons (JF)	SEHSCT		
Karen McCutcheon (KMcC)	QUB		
Ken McMullan (KMcM)	NI Hospice		
Kerrie McLarnon (KMcL)	NHSCT		
Neal Cook (NC)	UU		
Owen Barr (OB) <i>(by Teleconference)</i>	UU		
Rita Devlin (RD)	RCN		
Rhonda Brown (RB)	BHSCT		
Sharon Conlan (SC)	SHSCT		
Sharon McRoberts (SMcR)	SEHSCT		
Stephanie Flack (SF)	FSHC		
Verena Wallace (VW)	NMC		
Yvonne Connolly (YC)	BHSCT		

## **1. Welcome and Apologies**

AMcL welcomed attendees, introductions were made and apologies noted as above. The group acknowledged ED's upcoming retirement and her contribution to Nursing, including the FNFM programme of work.

## **2. Chair's Opening Remarks**

AMcL advised that QUB had their NMC approval visit on 23rd October 2019 for pre-registration nursing and the Graduate Entry Masters programme. QUB received recommendation for approval at this visit and three commendations (the regional Nursing field specific NIPADs, collaborative/partnership working and innovation of the GEM programme). The Working Group (congratulated everyone on) the hard work from all individuals contributing to the FNFM programme of work and this achievement, particularly commenting on the partnership approach within workstreams which played a major role and from all stakeholders across Northern Ireland.

## **3. Previous Meeting Minutes**

Minutes for the Working Group meeting, held on the 15th October 2019 were agreed as an accurate and final record, pending the inclusion of DG's apologies.

### **3.1 Update on Actions**

FC provided an update on actions from the last meeting (see appended Action Table).

## **4. Update from the NMC**

- Approval Visits – 45 approval events have taken place with 38 total approvals; only seven have been approved without conditions. 25 NMP programmes have been approved. Some of the themes for conditions include EU directive compliance, involving service users and clarity on prior learning.
- Top tips: Gateway 3 - documentation needs to be explicit on how programmes meet standards. Gateway 4 – focus on partnership working, students, service users, supernumerary status for students and arrangements for supervision and assessment.
- Midwifery Standards – now approved and to be digitally launched on 18th November 2019 with a formal launch in NI on 15th January 2020.
- Return to Practice - web page has now gone live.
- Lead Midwife for Education Strategic Reference Group meeting with NMC in London.

## **5. Programme Board Update**

The last Programme Board meeting was held on the 5th November. Updates from this meeting include the following:

- Electronic PAD: NIPEC had submitted a bid for capital funding which has not resulted in securing any resources. There was agreement that the three Approved Education Institutes (AEIs) would work together to explore options for an E-Pad. FC offered to liaise with other countries around their financial estimates and other relevant information, if available).
- Nursing proficiencies – a meeting was (held on 21st) October 2019 re Point of Care Testing, Haemovigilance and Managing Challenging Behaviour. Regional decisions were agreed in regards to Haemovigilance and Point of Care Testing. In relation to Managing Challenging Behaviour there are different approaches used across the HSC Trusts and AEIs - It was agreed that a regional approach should be in place to ensure consistency between training and practice and that it should be based on the best evidence available. RM will arrange a meeting with AEIs

and employers to discuss and progress.

- There was agreement that there now needs to be a specific focus on organisation readiness in preparation for the roll out of the standards from September 2020. FC described the expectations around this.

## **6. Future Midwife**

- The first meeting was held on the 15th of October 2019 and will meet again today – it is expected the Terms of Reference for the group and membership will be signed of today.
- There will be three midwifery specific work streams to look at Curriculum Development, Practice Learning Environments and the Practice Assessment Document, each with Co-Chairs from the Midwifery Expert Reference Group MERG. Representatives from MERG will continue sit on other work streams FNFM Standards for Student Supervision and Assessment and FNFM Engagement and Communication).
- Co-Chairs met with CNO re Midwifery PAD to discuss approach for NI. This will be progressed via the MERG PAD work stream
- Continuity of care and carer is a particular proficiency within the Midwifery standards which needs further exploration as to how it will be achieved in practice. Further discussion is still required around this which will be progressed through MERG. DS reported she has prepared a business case for submission to CNO with a view to undertaking regional scoping of Continuity of care and carer to inform policy development and recommendations on the best way forward).

## **7. Update on Work-streams**

### **7.1 Curriculum Development**

Please see note at 5.0

### **7.2 Practice Assessment Document (PAD)**

- As per Point 2, the QUB Pre-Registration Nursing programme was recommended for approval with a commendation received regarding the fields specific approach to the PAD – this is a substantial recognition and ratifies the PAD documents.
- NMP – Gateway feedback resulted in some minor amendments to the PAD which are being adopted.

### **7.3 Standards for Student Supervision and Assessment**

CMD updated the Working Group regarding the method/delivery of preparation programmes for staff. Feedback received from staff who reviewed the current material felt it did prepare them for the role. Training resources will be standardised and decisions can be made at a local level whether they wished to include the delivery of face-to-face training and/or e-learning both of which will be available.

Those transitioning across roles will receive three hours of e-learning and complete a self-declaration. Those who are completely new to roles will undertake e-learning initially and the second element can either be accessed via e-learning or face to face as determined locally. AEs will contribute to training materials and the curriculum update and will attend face to face training events. The Independent and Voluntary Sector will be able to access HSC leadership platforms and work is underway to ensure this.

The Working Group considered and discussed the above and agreed with this approach. The following actions/agreements resulted from discussions:

**Action** - FC will continue to work with HSC Leadership Centre re Independent and Voluntary Sector to ensure access to HSC leadership platforms and training. YC is also involved in work to enable this.

**Action** – FC will seek confirmation that e-learning resources can be re-accessed once training is completed and whether confirmation of training completion data can be accessed from the HSC Leadership Centre, and how this would happen.

**Action** – FC to follow up on this re e-learning platforms.

It was **agreed** that e-learning material should be available in bite size portions, to ensure flexible access which will support capacity pressures on staff.

A discussion took place regarding practice teachers. It was **agreed** that discussions relating to the role of Practice teachers going forward is a local issue which will be managed by relevant service Managers in Trusts.

#### **7.4 Practice Learning Environments**

- The Practice Learning Environment Education Audit will be prepared for distribution and use. Transition arrangements mean that the current Audit will be extended with an addendum that covers (THE) current programme in addition to a new Audit being undertaken.
- AEIs will have a collaborative approach to Audits, and will acknowledge Audits undertaken with other NI AEIs.
- A letter will be forwarded to the Directors of Nursing regarding the need to consider removing all barriers, constraints or restrictions to accommodate the new standards.
- The mapping of student flows is being set collaboratively across AEIs.
- It was proposed that SMcR ADON would facilitate the FNFM Professional Officers to meet on a monthly basis until, at least, December 2020, to help facilitate a co-ordinated consistent approach to organisational readiness - The Working Group agreed that this was important and supports this.
- The Working Group agreed that the following statement should be added to job descriptions for Bands 5, 6 and 7 registered nurses and midwives. Other roles/job descriptions will be decided locally to insert as required: "Will act as a practice supervisor and practice assessor in the supervision and assessment of students, in line with the NMC Education Standards 2018 and as per the NMC Code 9.4." This is to be brought for sign-off to the next Programme Board meeting

#### **7.5 Engagement & Communication**

- Roadshows have commenced, and whilst bookings are high there is a variation in numbers attending on the day. FNFM Professional Officers will promote roadshows in trusts.
- The November FNFM Communique will be released at the end of the month and a pocket info leaflet is being developed.
- A Twitter work shop was held yesterday to increase knowledge and further promote FNFM engagement
- New Membership – A PCC representative has been identified and four students from both Nursing and Midwifery are joining the group.
- Work on the NIPEC web page continues and is updated with new information as available.

#### **8. Organisational Updates**

Reporting by exception at the meeting; no issues were raised. FC advised that all overdue reports need to be submitted, information is being reported to Programme Board

#### **9. Risk Register**

The Practice Learning Agreements have all been completed and returned, this risk has now been closed. Programme Board added industrial action and impact on implementation to the risk register.

An additional risk was added regarding inconsistencies with Trusts/AEIs for systems used to hold Practice Assessor information – Meetings continue via PLE group regarding this. AMcL advised that concerns raised regarding local capacity to implement need to be raised and recorded locally so they can be assessed and managed. If appropriate EDoNs will decide if such risks need to be escalated.

**10. AOB**

NIPEC have submitted a bid to continue with full funding post March 2020 for six months and then a further year of funding for an 8B to carry on work. An outcome is not yet confirmed though FNFM staff will need advice prior to March 2020 regarding their secondments/posts. Development of a post project evaluation and exit strategy in progress.

DG advised that OU has 10 – 12 nursing students to start their stage two of nursing degree with independent sector and will update the group as this develops.

Strike action is due on the 18th of December which may impact on the next Working group meeting on the 17th of December – an update will be advised closer to the date. AEIs are also taking strike action at the end of November and early December.

**11. Future Meetings**

- 17 Dec 2019 11:00 – 13:00 in DoH D2 Room (Cancelled)
- 16th Jan 2020 11:00 – 13:00 in DoH D2 Room
- 13th Feb 2020 11:00 – 13:00 in DoH D2 Room
- 12th March 2020 11:00 – 13:00 in DoH D2 Room

New Actions (14 <sup>th</sup> November 2019)				
Ref	Detail	Owner/s	Due	Status
AP50	FC will work continue to work with HSC Leadership re Independent and Voluntary Sector to ensure access to HSC leadership platforms and training. YC is also involved in work to enable this.	FC		New
AP51	FC will seek confirmation that e-learning resources can be re-accessed once training is completed and whether confirmation of training completion data can be access from HSC Leadership Centre, and how this would happen.	FC		New
AP52	SCOM, FC to follow up on this re e-learning platforms.	FC		New
AP53	E-learning material should be available in bite size portions, to ensure flexible access which will support capacity pressures on staff	N/A		Agreed

AP54	A discussion took place regarding Practice Teachers. It was agreed that discussions relating to the role of Practice teaches going forward was a local issue and just be managed by HR and Mangers locally.	Trusts		New
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### Actions in Progress

Ref	Detail/Update	Owner	Due	Status
AP40	Interested organisation to contact SW to assist with NI examples. DG to coordinate BHSCT examples via Practice Learning Environment (PLE) Work Stream.  15th Oct Update FC to Follow up with organisations.  14 <sup>th</sup> Nov Update – FC to follow up	All and DG/ PLE Work Stream		Ongoing
AP43	Face to face delivery of preparation programmes may need further consideration for Independent Sector Services, as some establishments do not have computers. CMD to consider this via the SSSA Group.	CMD		Ongoing
AP33	Engagement and Communication work stream to progress the possibility of connecting with a placement student re digital marketing and the use of Prezi/interactive digital mediums.	EC Work Stream		Ongoing
AP48	BMcG advised that other groups are asking HSC Trusts to demonstrate increases in practice placements – could the PLE group demonstrate or evidence this? FC to look at whether this should and can be evidenced/provided via FNFM.  14 <sup>th</sup> Nov Update – Work underway with PLE Work stream to address, reporting template to capture	FC/PLE Work Stream		Ongoing
AP49	A discussion took place regarding engaging with ‘other healthcare professionals’/Social Work and AHP colleagues. Suggestions included local engagement, an FAQ and/or communicate. Info/content to be drafted for local implementation groups to use as a brief to discuss with staff locally  Update 14 <sup>th</sup> Nov – On Next EC Work Stream Meeting agenda, FAQ to be developed	BMcG/EC Work Stream		Ongoing

### Actions Completed (since the last meeting)

Ref	Detail	Owner/s	Update	Status
AP46	The Practice Learning Agreement/s need to be signed, this is with DoH for progressing.	DoH		Complete

	15th Oct Update - DoH had progressed the three versions to each AEI and each HoS and now each trust has to sign and return to the DoH by Friday 18th. CNO has sent reminders to BHSCT and WHSCT to follow up on returning them.			
AP1	<p>It was agreed to seek an update from the NMC review of Post-registration NMC Programmes, including specialist practice programmes - and if there was any indication of the likely outcomes of the review.</p> <p>Update - Status requested, NMC awaiting feedback/recommendation from Blake Stevenson review</p> <p>15th Oct Update - NMC Post Registration standards – initial conversation 17th October In DoH</p>	NMC		Complete
AP42	<p>Amendments for the Open University timelines to transition students - DG will update documents.</p> <p>15th Oct Update - Students will transition in Sept 2020 and February 2020 students will transition in 2021, JW to send through an email to confirm</p>	DG		Complete
AP47	KMcC asked for a copy of the Regional Development Plan for an NMC reviewer. PCa will forward by email.	PCa		Complete