

Thursday 12 September 11:00 – 13:00

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

Attendee	Abrv	Organisation	Apologies	Organisation
Angela McLernon (<i>Co-Chair</i>)	AMcL	NIPEC	Ann Geraghty	FSHC
Breeda Henderson	BH	UU Student	Stephanie MacDowell	FSHC
Brendan McGrath (<i>by Teleconference</i>)	BMcG	WHST	Heather Finlay (<i>Co-Chair</i>)	DoH
Carol McGinn	CMcG	WHST	Karen McCutcheon	QUB
Clare Marie Dickson	CMD	SEHSCT	Maira Mannion (<i>EM attending on behalf</i>)	BHSCT
Dawn Ferguson (<i>by Teleconference</i>)	DF	SHSCT	Neal Cook	UU
Dale Spence	DS	DoH	Paul Canning	CEC
Donna Gallagher (<i>by Teleconference</i>)	DG	Open University	Peter Barbour	DoH
Elish Macdougall	EM	BHSCT	Rita Devlin	RCN
Fiona Bradley	FB	NIPEC	Sharon McRoberts	SEHSCT
Frances Cannon	FC	NIPEC	Sinead Deane	QUB Student
Jenny McNeill	JMcN	QUB	Sue West	NMC
Joanne Fitzsimons	JF	SEHSCT	Tracie Fleming	NHSCT
Kerrie McLarnon	KMcL	NHSCT	Yvonne Connolly	BHSCT
Owen Barr	OB	UU		
Pamela Craig	PC	NHSCT		
Patrick Gallagher	PG	DoH		
Sharon Conlan	SC	SHSCT		

1. Welcome & Apologies

AMcL welcomed attendees, introductions were made and apologies noted as above. DS, now representing DoH for Midwifery, was welcomed to Working Group.

2. Chairs Opening Remarks

AMcL noted the volume of work undertaken to date and thanked everyone for the effort that had gone into the preparation of materials for the Gateways.

3. Previous Minutes

Minutes for the Working Group meeting, held on the 15th August 2019, were agreed as an accurate and final record.

3.1. Update on Actions

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

4. Update from the NMC

Sue West (SW) was unable to attend the meeting; an NMC update was shared from SW via FC as follows:

- Midwifery - Standards are being reviewed by the Midwifery panel, then to Council in October for approval. Jacqui Williams (NMC) will be the key NMC contact regarding midwifery implementation moving forward.
- Post qualifying programmes - Two internal meetings and a Council Seminar have been held and a mapping exercise of existing standards against FN pre-registration standards has commenced to explore this complicated area. A 4 country Chief Nursing Officer engagement meeting is planned and a Post-Qualifying Oversight Board is being established. Further information will follow.

- Supporting information – NMC is currently working on clinical learning scenarios mapped across the platforms to enhance understanding and NMC welcome some examples from practice in NI, from across the four fields and a variety of environments as well as supporting information on Standards for Student Supervision and Assessment (SSSA). BHSCT have some templates re mapped competencies that can be gained in practice which may fit for this purpose. Interested organisation to contact SW to assist with NI examples. DG to coordinate BHSCT examples via Practice Learning Environment (PLE) Work Stream. **ACTION**
- NMC Future Strategy – A reminder to engage in the consultation before it closes on the 16th October, via NMC's website. PG noted that Edward Walsh has been appointed as an NMC link.

OB advised that the Queens Nursing Institute is developing voluntary education standards for community Learning Disability nurses. OB and Siobhan Rogan (DoH) have been asked to contribute to these.

5. Programme Board Update

The last Board meeting was held on the 3rd September 2019, key updates include:

- Gateways (GW) – assessment of GW2 is underway at present and there are some queries to work through at present.
- Zoning - a meeting of senior stakeholders across Trusts and Approved Education Institutions (AEIs) will take place.

6. Future Midwife

- QUB are progressing curriculum planning in September. The Standards are to be tabled for approval by NMC. A Northern Ireland Future Midwife Expert Reference is being established and will be Co-Chaired by DS and an HSC Trust representative, Head of Midwifery, to be nominated. An updated FNFM programme structure was circulated which details links to FNFM work streams.
- A meeting was held at QUB to review the England midwifery PAD. It was noted that 63 of 69 midwifery institutes in England have signed up to using it (adoption does not include Scotland or Wales). It was an informative meeting and there are still decisions to be made regarding NI's approach.

7. Work Stream Updates

7.1. Curriculum Development (CD)

FC advised that work is ongoing and there are no updates relating to this work stream.

7.2. Practice Assessment Document (NIPAD)

- NIPADs have been updated with Practice Assessor (PA) changes to the role following on from the last Working group meeting and discussions with the NMC (see 7.3 below for context). All Fields of Practice NIPADs are ready for GW3 in final draft.
- Proficiencies – a meeting is being convened in October regarding Point of care testing, haemovigilance and managing challenging behaviour. Invitations are being extended to AEIs, FNFM Professional Officers, Derek Killops, Aine McCartney, and Sharon McRoberts will represent the Trusts. Jenny McNeil will represent midwifery. A governance lead may also be required. A governance lead to represent all Trusts will be nominated from BHSCT via EM **ACTION**.

7.3. Standards for Student Supervision & Assessment (SSSA)

- A large volume of work has been undertaken following discussions re the PA role. Discussions have taken place with the NMC regarding operationalising the PA that have resulted in some changes - i.e. Pre-registration Nursing PA will now be within each placement, rather than only over a series of placements. The PA will undertake the

initial mid and final review and the formative and summative assessment. This will evidence 'periodic observation of the student'. Amendments made to various FNFM documents and the feedback on the changes has been good. OB sought clarity that the PA will operate across a series of hub and spoke/related placements – FC confirmed this can occur. Midwifery is considering having a PA across the entire year and it was agreed this was acceptable.

- Nurse/Midwife Prescribing – 'Placement manager' will now be 'manager' as this will cover the anomalies that exist in terminology for independent section and various placements.
- Amendments for the Open University timelines to transition students - DG will update documents **ACTION.**
- A self-assessment/declaration form will now be completed, by role, after the preparation programme is completed. JF has met with practice partners and AElS to put together preparation content and met with HSC Leadership Centre to progress and ensure content is accessible to everyone. AMcL advised that any costings, in particular, revenue costs for this will need to be brought back to the WG. BG noted face to face options may need further consideration for Independent Sector Services, as some establishments do not have computers. CMD to consider this via the SSSA Group **ACTION.**
- A query was raised regarding delivery of the curriculum content and whether it will cover all programmes. It is intended to be one update broad enough to cover all programmes - FC will check with NMC to confirm that this will meet new standards **ACTION.**
- Workshop held on the 6th September with Practice Education Facilitators and AElS, focused on SSSA. Actions to support local implementation include: development of NIPAD exemplars, sharing of case studies to how proficiencies could be achieved across settings, sharing NMC information regarding the role of Practice Supervisor in social care settings and development and sharing of actions plans to address potential local challenges. A follow-up work shop is proposed for January 2020.
- Practice Learning Agreement – this needs to be signed and is with DoH for progressing **ACTION.**

7.4. Practice Learning Environments (PLE)

- PLE Audit Tool and student evaluation is in final draft for GW3. Nurse/Midwife Prescribing will have a separate tool which is being streamlined and finalised over the coming weeks
- Independent Sector – profile and scoping exercise undertaken to identify and maximise placements. 80% of nursing homes don't currently take students and BG is attending a range of meeting and engagement events to share information on taking students. BG is working with RQIA to explore communication options to improve dissemination and delivery of information to registered services.
- Students in General Practice - this continues to be explored.
- Mapping meetings have taken place and one is planned for late October to plan collaboratively and reduce bottlenecks in student flows.
- REPPF update from DG – Terms of Reference for REPPF requires clarity from CNO and where this work will sit going forward.
- Current arrangements for mentorship programmes have been reviewed to ensure that there are enough mentors to deliver assessment in practice until transitioning is complete, for nursing and midwifery. NMC have advised it must be completed by 2020.

7.5. Engagement and Communication (EC)

- Membership – a midwife representative has joined the group and nominations are being sought for three new student representatives.
- The August Communique update is going through sign off and will be available shortly.
- Local engagement/activity is ongoing and recorded and reported to the work stream.
- Core FNFM slides are included on all CEC slides, directing to the FNFM website.
- Roadshows – the October 2019 to March 2020 programme is now out and bookings are coming in. EC group intends to get feedback from Roadshows re communication and adjust strategies and resources accordingly.
- Social media engagement is ongoing - two twitter chats held and two more planned.

8. Organisational Updates

Organisation updates agreed to be by exception - no issues were raised.

9. Risk Register/Issues

- An additional risk added since the last meeting was the PLA being signed in time. DoH are progressing this.
- A query was raised regarding possible risk of capacity of staff to complete and familiarise themselves with the updated FNFM documentation in practice due to staff pressures. AMcL advised this needs to be raised, agreed and managed locally at a Trusts/practice level. If it remains as a risk then it should be added to the Trusts' risk registers; if there is an implementation risk it should be raised via Executive Directors of Nursing to the Programme Board.

10. AOB

No further business was raised.

11. Date of next meeting/s

15 Oct 2019 11:00 – 13:00 in DoH D2 Room

14 Nov 2019 11:00 – 13:00 in DoH D2 Room

17 Dec 2019 11:00 – 13:00 in DoH D2 Room

New Actions (12 September 2019)

Ref	Detail	Owner/s	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.	All and DG/ PLE Work Stream		New
AP41	A meeting is being convened in October regarding Point of care testing, haemovigilance and managing challenging behaviour. Jenny McNeil to be included to represent midwifery and a governance lead to represent all Trusts to be nominated from BHSCT via EM.	EM		New
AP42	Amendments for the Open University timelines to transition students - DG will update documents.	DG		New
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		New
AP45	A query was raised regarding delivery of the curriculum content and whether it will cover all programmes. It is intended to be one update broad enough to cover all programmes - FC will check with NMC to confirm that this will meet new standards.	FC/NMC		New
AP46	The Practice Learning Agreement/s need to be signed, this is with DoH for progressing.	DoH		New

Actions in Progress

Ref	Detail/Update	Owner	Due	Status
AP1	It was agreed to seek an update from the NMC review of Post-registration NMC	NMC		Ongoing

	Programmes, including specialist practice programmes - and if there was any indication of the likely outcomes of the review. Update - Status requested, NMC awaiting feedback/recommendation from Blake Stevenson review			
AP32	NMC to provide an update on the paper, once available, re clarity on Practice Supervisors particularly, in relation to independent sector/primary care where there are no registrants to undertake this role.	NMC		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

Actions Completed (since the last meeting)

Ref	Detail	Owner/s	Update	Status
AP36	SW will send through information regarding SSSA and guidance on the role of supervisors.	SW	ASAP	Completed
AP37	Meeting with FC, CMD and KM (SSSA Co-Chairs) and SW, NMC, would be arranged imminently to discuss the PA role, and determine if any adjustments were required	FC/SW	ASAP	Completed
AP39	Independent Sector –info sheet: WG members and CNO to feedback on Document	All WG Members and HF/CNO	30th September	Completed