

**Notes from Post Registration Masters in Nursing Programme Steering Group Meeting  
7<sup>th</sup> Dec 2018 1.00pm Castles Buildings.**

Agenda Topic	Discussion/Action
Welcome and apologies	Apologies: Angela McLernon NIPEC Present: Heather Finally DOH, Sonja McIlpatrick UU, Bernadette Gribben NIPEC, Toni McAloon UU
Review of Actions from Thursday 16 <sup>th</sup> November 2018 meeting	Minutes agreed and all but one action completed. CNO office will have a discussion with the Director of the RCN regarding the Masters targeted candidates in the incoming week.
Project Initiation Documents (for discussion) <ul style="list-style-type: none"> <li>a. Aims &amp; Objectives</li> <li>b. Membership</li> <li>c. Work Plan</li> <li>d. Timeframes</li> </ul>	Development of project initiation document well underway with potential completion date end of Dec 2018
Business Case	UU to amended costings and returned to NIPEC for business plan to be finalized by 12th/12/18
Communications MOU	Discussed in detail with agreed action that finalized letter and MOU would have signature added by CNO and forwarded as below: <ul style="list-style-type: none"> <li>• 11<sup>th</sup>/12 - CNO to forward letter to NIPEC for Angela's signature.</li> <li>• 12<sup>th</sup>/12 - NIPEC to forward letter to UU for Sonja's signature.</li> <li>• 13<sup>th</sup>/12 - UU to return letter with all signatures to DOH.</li> </ul> All steering groups members to be copied into email trail.
Steering Group <ul style="list-style-type: none"> <li>e. Terms of Reference</li> <li>f. Dates and times of further meetings</li> <li>g. Project closure date and final meeting</li> </ul>	Terms of reference agreed. Group will not meet again until after the first working group meets on the 5 <sup>th</sup> /2/2019. A decision will be taken at that point about future meetings.
Literature review	Literature review underway and contributing to providing an evidence base for the Project Initiation Document. It was acknowledged the literature would be national/international in nature as beyond DoH documentation regional evidence tends to be anecdotal.

	<p>Working Group</p> <ul style="list-style-type: none"> <li>h. Terms of Reference</li> <li>i. Meetings Dates &amp; times</li> <li>j. Membership</li> </ul>	<p>Terms of reference, membership and frequency of meetings i.e every 3 months for the first three months then bi-monthly for the remainder of the groups function agreed. Invitation letters to potential members are being processed and will be dispatched before Christmas.</p>
	<p>Next Steps</p>	<p>Discussion took place about when was the best time to introduce the Masters Programme to the current third years. It was agreed Jan 2019 should be considered as this would provide some feedback to the first working group meeting.</p>
	<p>AOB</p>	<p>None</p>
	<p>Date of next meeting</p>	<p>5th / 2 /2019 2pm Castle Buildings. DoH to book a room</p>