



Safeguarding Adults

Development of a Core Competency Framework

**Steering Group**

31 August 2017; 10-11.40

Classroom 5, Fern House, Antrim Area Hospital

**Present**

Geraldine Brown (Chair)	WHST	<b>GB</b>
Louise Magee	SEHST	<b>LM</b>
Louise Hall	SHST (teleconference)	<b>LH</b>
Joel McFetridge	BHST	<b>JMcF</b>
Megan Millar	WHST(teleconference)	<b>MM</b>
Norma McIntyre	NHST	<b>NMcI</b>
Ray McCafferty	NHST	<b>RMcC</b>
Sibymol Joseph	SHST (teleconference)	<b>SJ</b>
Joanne Blair	QUB	<b>JB</b>
Martina Doolan	NHST	<b>MD</b>
Dolores McCormick	obo Rosaline Kelly RCN	<b>DMcC</b>
Lorraine Thompson	obo of Carol Cousins FSHC	<b>LT</b>
Jane Green	SHST (teleconference)	<b>JG</b>
Valerie McConnell	HSCB (teleconference)	<b>VMcC</b>
Eilish Boyle	CEC	<b>EB</b>
Karen Murray	NIPEC	<b>KM</b>

**Apologies**

Eleanor Ross	PHA	<b>ER</b>
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Action Item	Action to be taken	Action by
1.	<b>Welcome and introductions</b> Geraldine Brown (GB) Chair welcomed everyone to the meeting. Round of introductions completed	
2.	<b>Apologies</b> As recorded above.	
3.	<b>Background to the Project</b> KM gave an outline to the background of the project and indicated that the extended timeline was due to the retirement of the previous project lead, Brenda Devine and a delay in her replacement starting with NIPEC. However, KM indicated that despite this, some work relating to the development of the competency framework has been progressed. Now that the Steering Group is formed, this work can progress more effectively.	

<p>4.</p>	<p><b>Project plan (for discussion, development and agreement)</b>  KM presented each section from the PID.</p> <ul style="list-style-type: none"> <li>• <b>Aim and Objectives</b>  Agreed.</li> <li>• <b>Timeframe</b>  Was agreed with some minor amendments.</li> <li>• <b>Membership</b></li> </ul> <p>Steering Group Membership was agreed. VMcC will represent Joyce McKee from HSCB.</p> <p>Membership of the ERG agreed. Megan Miller, WHSCT will be moving to take up a post as MS Specialist Nurse. Her post will be filled but is currently vacant. Anne-Marie Fox, BHSCT will attend the ERG. Jenny Fitzsimmons, Safeguarding Lead, SEHSCT nominated to ERG and Jane Greene wishes to be included in the ERG.</p> <ul style="list-style-type: none"> <li>• <b>Terms of Reference</b>  Agreed – ToR in relation to Communication Strategy to be added into the Methodology Section.</li> </ul>	<p>KM to update membership</p>
<p>5.</p>	<p><b>Review of work completed to date</b></p> <p>a. <i>Template</i>  Work completed by ERG in relation to the choice of template approved. Aim for a succinct useable document.</p> <p>b. <i>Levels</i>  Discussion took place and there was agreement with ERG’s proposal to use the levels identified within the NIASP framework. Ultimately the framework will reflect the competencies for registered nurses and midwives. Reference will be made within the framework document to those non registrants who will require to access level 1 &amp; level 2 training.</p>	
<p>6.</p>	<p><b>Next steps (for discussion and agreement)</b>  KM to amend P.I.D. ToR, Methods and timeline and recirculate with notes of meeting.</p> <p>Agreed outputs of ERG to be achieved prior to next Steering Group Meeting:-</p> <ol style="list-style-type: none"> <li>1 Draft framework (level 2 and 3 minimum)</li> <li>2 Plans for testing of framework</li> </ol>	<p>KM to amend PID ToR and recirculate with notes of the SG meeting</p> <p>ERG to work towards  Draft framework level 2 and 3  Plan for testing of framework</p>
<p>7.</p>	<p><b>Dates and times of future meetings</b>  Thursday 9<sup>th</sup> November 2017 10-12md  Venue: Meeting Room, NIPEC</p>	

	Thursday 15 <sup>th</sup> February 2018 10-12md Venue: Discussion Room, Fern House, AAH  Thursday 26 <sup>th</sup> April 2018 10-12md Venue: Discussion Room, Fern House, AAH	
<b>8.</b>	<b>Any Other Business</b> None	