

# PROJECT STEERING GROUP DEVELOPMENT OF A CAREER PATHWAY FOR DISTRICT NURSING SERVICES

# Meeting, Monday, 1 April 2019

### **Present**

Gabby Tinsley, Belfast Trust, (Project Chair)	GT
Alison Baxendale, NIPEC Council	AB
Fiona Devlin, Royal College of Nursing	FD
Sandra Lemon, NIPEC, Project Officer	SL
Gillian McAleer, Belfast HSC Trust	GMcA
Colleen McCabe, Southern HSC Trust	CMcCa
Cathy McCusker, NIPEC (Project Lead)	CMcCu
Rose McHugh, Public Health Agency	RMcH
Ashley Ramsey, Northern HSC Trust	AR
Michael Riddell, Norther HSC Trust	MR

### **Teleconference**

Claire Cartin, Western HSC Trust CC

# **Apologies**

Veronica Cleland, South Eastern HSC Trust Deborah Coleman, Queen's University Belfast Deirdre Cunningham, Clinical Education Centre Mary Frances McManus, Department of Health Marion Ritchie, Unison Hilary Thompson, Ulster University

# **ACTION NOTES**

Agenda Item	Notes	Action by
1.0	Welcome & introductions	
	Gabby Tinsley welcomed everyone to the second meeting of this	
	Steering Group including Michael Riddell who had been	
	nominated by HR Directors Forum to represent them.	
2.0	Apologies	
	Apologies as noted above.	
3.0	Action notes from meeting held on 8 February 2019	
	Draft Action Notes agreed.	
	Matters arising	
	The project plan was updated with the revised aim	
	Aim: The Project Steering Group will develop a career pathway for	



	<ul> <li>Nurses and Senior Nursing Assistants working in District Nursing Services. Resend the revised Project Plan to the Group.</li> <li>Michael Riddell was nominated to represent Directors of HR on the Steering Group</li> <li>Equality Screening Template had been circulated. It was agreed by the Steering Group that it required further revision: to seek service user/carer representation on the Steering Group or Writing Group. Once revised Template should be</li> </ul>	CMcCu CMcCu
4.0	recirculated.  Patient/Carer representation on Steering Group/Writing	
4.0	Group	
	It was agreed that Cathy McCusker would contact Laura Collins re involving Engage NI, either seeking a representative on the Group or presenting the resources to service users and carers within Engage.	CMcCu
5.0	<ul> <li>Update from Writing Group</li> <li>Role descriptors &amp; Feedback to date</li> <li>The role descriptors which the Writing Group had drafted were considered for Senior Nursing Assistant, Community Staff Nurse and Senior Community Staff Nurse roles. Feedback had been received from Debbie Tumilty, Southern HSC Trust and as a result it was agreed that the Community Staff Nurse role should complete a relevant development programme and not include the V150 non-medical prescribing programme. The Senior Community Staff Nurse role would however be enabled to complete the V150. Cathy to update.</li> </ul>	CMcCu
	Community Staff Nurse Core competencies  Sandra Lemon provided an update on the competencies developed in the morning under Domains: Education & Learning, Research & Development and Leadership & Management. Cathy agreed to review & complete these with the Writing Group at the next meeting. Gabby stated that it was important that these were then shared with Trust District Nursing Teams and also service leads, Workforce Leads and Directors of Nursing within HSC Trusts.	CMcCu
6.0	Next Steps It was agreed that the Community Staff Nurse Competencies would be completed along with the education requirements. Consideration was given to running the competency and education sub-groups parallel. However it was felt that the education providers needed to be in both Sub-Groups and it would be easier to run them sequentially for the time being at least.	



	The District Nurse Competencies would be completed next.	
7.0	Date & time of next meeting	
	Next meeting planned for Monday 10 June 2019 at 1.00pm Meeting Room NIPEC.	
	As this was Sandra's last meeting Gabby thanked her for all her hard work in helping to develop the competence statements for Community Staff Nurse role.	
8.0	Any other business  Rose McHugh provided an updated on the Regional District Nursing Framework Implementation Group and the Neighbourhood District Nursing Group. The Neighbourhood District Nursing prototype is being tested in all Trust areas at present.	