

**Regional Collaborative for NI Action Plan:
Strengthening the Commitment for Learning Disability Nursing**

**Meeting 13th January 2020 @ 2pm
Room 1.1 Clady Villa, Clinical Education Centre, Knockbracken,
301 Saintfield Road, Belfast BT8 8BH**

Action Notes of Meeting

Attendance

Eileen McEaney, Northern Health & Social Care Trust, Co-Chair	(EMcE)
Eilish Boyle, Professional Officer, NIPEC	(EB)
Kerrie Irwin, Independent Health Care Providers	(KI)
Caroline Lecky, Senior Professional Officer, NIPEC	(CL)
Lynne Marsh, Queens University Belfast	(LM)
Frances Maguire, Belfast Health & Social Care Trust	(FM)
Damian McAleer, Clinical Education Centre	(DMcA)
Patricia McDevitt, Western Health & Social Care Trust	(PMcD)
Sarah Rooney, Learning Disability Student Nurse, Queens University Belfast	(ShR)
Karen Scott, Belfast Health & Social Care Trust	(KS)
Barbara Tate, South Eastern Health & Social Care Trust	(BT)
Lynn Woolsey, Southern Health and Social Care Trust	(LW)
Lorraine Clarke, Western Health & Social Care Trust (Teleconference Call)	(LC)
Laurence Taggart, Ulster University (Teleconference Call)	(LT)

Apologies

Owen Barr, Ulster University, Co-Chair
 Judy Brown, FSHC Independent Sector representative
 Frances Cannon, Senior Professional Officer, NIPEC
 Sharon Coley, Southern Eastern Health & Social Care Trust
 Maurice Devine, Open University
 Rosaline Kelly, Royal College of Nursing
 Wendy McGregor, Regulation and Quality Improvement Authority
 Gillian McKee, Professional Officer, NIPEC
 Patricia McKinney, Belfast Health & Social Care Trust
 Deirdre McNamee, Public Health Agency
 Sharon McRoberts, South Eastern Health & Social Care Trust
 Donna Morgan, Northern Health & Social Care Trust
 Briege Quinn, Public Health Agency
 Siobhan Rogan, Department of Health

<p>1.</p>	<p>Welcome and Introductions</p> <p>Eileen McEneaney (EMcE) welcomed everyone to today’s meeting including Lorraine Clarke and Laurence Taggart via tele conference and Lynn Woolsey (LW) who joined the NI Collaborative in May 2019, but due to pre-existing diary commitments was unable to attend until today.</p> <p>EMcE particularly welcomed new members :</p> <ul style="list-style-type: none"> • Kerrie Irwin, Castlevew Private Nursing Home representing IHCP • Patricia McDevitt, WHSCT representing children’s learning disabilities nursing • <i>Patricia McKinney, Divisional Nurse for Intellectual Disability, representing BHSCT – Patricia was an apology at todays meeting.</i> • Karen Scott, BHSCT, Community Services, and Frances Maguire, Muckamore Abbey Hospital, BHSCT <p>EMcE acknowledged apologies had been received from Professor Owen Barr, Siobhan Rogan, Donna Morgan, Judy Brown, Frances Cannon, Rosaline Kelly, Deirdre McNamee, Patricia McKinney and Gillian McKee.</p> <p><u>To Note:</u> EMcE advised members of the very sad news that Donna Morgan’s father had passed away. EMcE agreed to forward sincere condolences to Donna on behalf of the NI Collaborative.</p> <p>EMcE on behalf of members congratulated Barbara Tate on taking up her new position as Lead Nurse/Senior Practitioner Intensive Support Service in SEHSCT and wished Barbara well in her new role.</p> <p>Barbara Tate (BT) thanked members and advised that Sharon Coley (SC) will represent children’s learning disabilities nursing for SEHSCT on the NI Collaborative. It was noted that SC was an apology at today’s meeting.</p> <p>EMcE addressed the Actions Points from previous meeting held on the 9th October 2019.</p>
<p>2.</p>	<p>Agree notes of previous meeting</p> <p>The draft actions notes of the previous meeting held on the 9th October 2019 were agreed as a correct record.</p>
<p>3</p>	<p>Recording Care</p> <p>EMcE provided members an overview of the Recording Care project for learning disabilities nursing and highlighted that not all Trusts were planning to implement the documentation. EMcE agreed to stress the importance of the implementation of the Recording Care for learning disabilities nursing to her colleagues at the next Executive Directors of Nursing meeting and that this item remains on the NI Collaborative Agenda and will be placed on the Agenda for the meeting with the Chief Nursing Officer (CNO) and the Co-Chairs of the NI Collaborative on the 27th January 2020.</p>

	<p>As Gillian McKee (GMK), Professional Officer, NIPEC is an apology for today's meeting, Eilish Boyle (EB) provided an update.</p> <p>EB informed members that the Recording Care Learning Disabilities Nursing Task and Finish Group which includes members of the NI Collaborative are completing the final draft of the Person-Centred Nursing Assessment Learning Disability Documentation. Members noted that following today's meeting, GMcK would forward the final draft document directly to NI Collaborative members for their final review and agreement. Once responses have been received from the Task and Finish Group and the documentation has been subject to equality screening a pilot of the documentation will commence from the 27th January 2020 for 2 weeks with nursing staff having the opportunity to provide feedback via a Survey Monkey.</p> <p><u>AP: 77</u> EMcE to raise the importance of the implementation of the Recording Care Person-Centred Nursing Assessment Learning Disability with colleagues at the next Executive Directors of Nursing meeting.</p> <p><u>AP: 78</u> Recording Care to remain of the NI Collaborative Agenda and placed on the Agenda for the meeting with CNO on 27th January 2020.</p> <p><u>AP: 79</u> GMcK to forward final draft document to NI Collaborative members for final review and comment and prepare for the pilot of the documentation.</p>
<p>4</p>	<p>Competency Framework</p> <p>Caroline Lecky, (CL) Senior Professional Officer, NIPEC thanked EMcE and EB for the invitation to attend today's meeting. CL advised that as part of her remit she will be facilitating the development of a competency framework for nursing and senior nursing assistants including those who work in learning disabilities. Following discussions regarding competency requirements it was agreed that the resources to outline and explain the competency framework should include documentation and podcasts. It was agreed a Task and Finish Group with learning disabilities lead nurses should be set up to assist CL in taking this work forward.</p> <p>Membership of the Task and Finish Group to include:</p> <p>Patricia McKinney, BHsCT Karen Scott, BHsCT Frances Maguire, BHsCT Donna Morgan, NHsCT Barbara Tate, SEHsCT Sharon Coley, SEHsCT Lynn Fee, SHsCT Lorraine Clarke, WHsCT Patricia McDevitt, WHsCT</p>

	<p><u>AP: 80</u> EB to forward contact details of Lead Nurses to CL.</p> <p><u>AP:81</u> CL to provide feedback to NI Collaborative on the progression of the competency framework.</p>
5	<p>Review of the Learning Disabilities Nursing</p> <p>Siobhan Rogan (SR) was an apology for today's meeting.</p> <p>EMcE advised of the ongoing work in relation to the regional Review of Learning Disabilities Nursing and we await the Terms of Reference from the Department of Health.</p> <p><u>AP: 82</u> Terms of Reference to be tabled at next meeting if available</p>
6.	<p>Queens Nursing Institute /Queens Nursing Institute Scotland - QNI /QNIOS Focus Group</p> <p>EMcE advised members that SR had emailed the Co-Chairs of the NI Collaborative and NIPEC to inform them of a request by the QNI/QNIS to secure NI involvement in the development of voluntary standards for Community Learning Disability Nurse Education and Practice. It was agreed that NIPEC on behalf of the NI Collaborative would invite Community Learning Disabilities Nurses to attend a Focus Group on the 27th February 2020 in the Antrim Civic Centre 10.00 am – 2.00pm. Invitations will be forwarded following today's meeting to the Executive Directors of Nursing of the 5 HSCT and cc'd to Learning Disability Leads to request 5 RNLDS from each Trust to attend.</p> <p>EMcE also informed members that QNI/QNIS has an excellent website with a variety of downloadable resources.</p> <p><u>AP: 83</u> NIPEC to forward invitation letters to the Executive Directors of Nursing seeking the nomination of 5 RNLDS from each Trust to attend the QNI/QNIS Focus Group.</p>
7.	<p>Professional Senate update</p> <p>Members noted no update since the last meeting.</p>
8.	<p>Learning and Intellectual Disability Nurses Academic Network LINDAN update</p> <p>Lynne Marsh (LM) advised members of the following events for noting:</p> <ul style="list-style-type: none"> ➤ Annual Conference LIDNAN being held in Belfast on 22nd April 2020. ➤ Annual Conference, 2 day event, 23rd and 24th April 2020 and called Positive Choices Conference. This is a student conference and

	<p>networking event for student nurses undertaking preparation as a Registered Nurse Learning Disability and Registered Nurse Intellectual Disability Nurses Academic Network. Representation at the Conference will include colleagues from the Republic of Ireland and the United Kingdom.</p> <p>➤ Regional HSC Hospital Passport Conference is being held on the 23rd April 2020 for registered nurses working in learning disability services. LM will forward further information to be circulated.</p> <p><u>AP:84</u> LM to share information regarding Regional HSC Hospital Passport Conference.</p>
<p>9.</p>	<p>Review the Terms of Reference for the NI Collaborative</p> <p>Members noted that this item will be revised following the Co-Chairs meeting with the CNO on the afternoon of the 27th January 2020.</p>
<p>10.</p>	<p>NIPEC/RCN RNLD Professional Development Forum</p> <p>EB provided an update of the RNLD Forum held on the 13th November 2019.</p> <p>The Forum was hosted again by WHSCT colleagues namely Lorraine Clarke and Glenda Frazer with 47 nurses attending. EB on behalf of the NI Collaborative thanked WHSCT colleagues for the warm welcome.</p> <p>Topics presented:</p> <ol style="list-style-type: none"> 1. The winning submission to the Nurse of the Year 2019: presentation by SET – namely Siobhan Brady, Health Facilitator Nurse and Aoife Mills, Community Learning Disability Nurse. 2. Future Nurse Future Midwife – Professional Officers NIPEC. 3. NI Practice Assessment Document (NIPAD) and an outline of some of the proficiencies required by learning disabilities student nurses - Joanne Blaire lecturer in learning disabilities nursing, QUB. 4. CPD opportunities in CEC for Learning Disabilities Nurses – Moira Mallon Nurse Education Consultant. <p>All presentations are available on the NIPEC web site.</p> <p>EB provided an update of the PDFs to be held during 2020</p> <p>A planning meeting was held this morning to finalise the agenda for the next PDF on the 17th February 2020 in the CEC Craigavon on the topic of Epilepsy with colleagues from the SHSCT facilitating the event.</p> <p>EB reminded members it had been suggested that the June 2020 PDF scheduled to be held in Downpatrick might include the outcomes of the</p>

	<p>Recording Care Project and the P.A.C.E tool (Person, Assessment, Plan of Care, and Evaluation) along with the topics of the provision of learning disabilities liaison and primary care services. Members agreed with the suggested topics.</p> <p>The third PDF of 2020 will be in November in the Ballymena Parish Centre, it was suggested that the results of the Audit on the use of the Outcome Based Resources for Learning Disabilities Nursing could be presented along with the topics of children's needs and pharmacology.</p>
11.	<p>Future Nurse Future Midwife</p> <p>Presently Kerrie McLarnon (KMCL) NHSCT a Professional Officer in NIPEC is working with QUB and learning disabilities nursing colleagues to complete a high level exemplar of the NIPAD/Learning Disabilities to help with the familiarisation of the document for practice supervisors, practice assessors and nominated persons. Unfortunately KMCL is unable to attend today's meeting.</p>
12.	<p>Regional Muckamore Abbey DoH Group</p> <p>EMcE advised members that The Assurance Group which is DoH lead and co-chaired by the CNO and Sean Holland, Chief Social Worker was set up following the report and recommendations on Muckamore Abbey Hospital. Membership of the group includes senior staff from a range of professions and organisations and relatives of patients of Muckamore Abbey Hospital. Key areas being discussed are the Review of the Service Model and Governance Arrangements. SR on behalf of the CNO is taking forward the Review of Learning Disabilities Nursing.</p> <p>EMcE advised that during a previous meeting a patient's relative inquired about staff development and on-going training through post registration education.</p> <p>EMcE requested that post registration education commissioning is put on the Agenda for the meeting with the CNO on the 27th January 2020.</p> <p><u>AP:85</u> Post registration Education Commissioning to be placed on Agenda for CNO Meeting</p>
13.	<p>Post Registration Education Commissioning</p> <p>A Task and Finish Group comprising of the five Trust leads for learning disabilities nursing discussed the regional commissioning of post registration programmes for learning disabilities nursing. It was agreed this task and finish group would link with the Assistant Directors of Workforce and Executive Directors of Nursing.</p> <p>A table outlining the planned commissioning to date was tabled at today's meeting.</p> <p>As previously noted this item will be raised with CNO at meeting on 27th January 2020.</p>

14. Health Equalities Framework (HEF)

Damian McAleer (DMcA) provided the background on the Health Equalities Framework. DMcA felt that this is a good and effective tool for improving outcomes for people with learning disabilities and members should give some thought of how the HEF Tool could be used. Members noted that the HFF tool is used widely throughout England, Scotland, Wales and Rhonda Brennan piloted the HEF tool within the BHSCT.

DMcA advised he is planning to have a telephone conversation with Dave Atkinson, Nurse Consultant who worked on developing the HEF tool and will update members at the next meeting.

A flyer describing the HEF tool was tabled at today's meeting.

AP:86

DMcA to provide update following telephone call with Dave Atkinson.

AP:87

HEF Flyer and HEF presentation to be circulated to NI Collaborative members.

15. Audit on the use of The Outcome Based Resources For Learning Disabilities Nursing

EB reported that the Audit tool is now ready for implementation and that the meeting needed to agree on the time frame for the audit including how often it should be should be carried out and whether it should it be retrospective/current?

It was agreed that Trust responses should be from one Learning Disabilities Nurse Band 7 as it was noted that not all Trusts have a Lead Nurse for learning disabilities.

Patricia McKinney, BHSCT
Karen Scott, BHSCT
Frances Maguire, BHSCT cc'd
Donna Morgan, NHSCT
Barbara Tate, SEHSCT
Sharon Coley, SEHSCT (Children's)
Lynn Fee, SHSCT
John McEntee SHSCT
Lorraine Clarke, WHSCT
Patrick McDevitt, WHSCT (Children's)

Responses by 14th February 2020 for feedback into April 2020 meeting.

AP:88

Responses to be feedback to Lorraine in NIPEC by 14th February 2020 for Outcomes Based Resource Pack For Registered Nurses Learning Disabilities (RNLD).

Paul Roberts from Positive Futures – Positive options use the “Ascot Tool” which can be accessed here,

https://www.youtube.com/watch?v=2UO0wdZ_rbU



Ascot Tool
dec19.docx

AP:89

Hyper link to be emailed to NI Collaborative members

16. Update of the Collaborative web page on the NIPEC web site

EB informed members that Owen Barr (OB) has agreed to film a short Podcast on the 23rd January 2020.

At today’s meeting LM agreed to film a Podcast.

AP:90

EB to make arrangements with LM to record Podcast.

17. AOB

(a) Feedback from the 3rd and 23 May Workshop

EB spoke with members regarding the 2 workshops which took place during 2019.

3rd May 2019 - “Supporting People who are Experiencing or at Risk of Behavioural Distress in Learning Disabilities Nursing” held in the Tyrone and Fermanagh Hospital.

EMcE reviewed the main learning and reflections shared on the day.

AP:91

NIPEC to email the summary of learning and reflections to members.

23rd May 2019 - “Safeguarding Workshop” held in The Innovation Factory, Belfast. Participants were posted back their action plans in November 2019. Participants were to reflect on their goals/action or aims after attending the session more than six months on. It was suggested that a short survey monkey questionnaire would be sent to all attendees as a follow up of learning and actions from the workshops.

AP:92

Survey Monkey Questionnaire to be forwarded to participants

(b) Professional Forum NI, Learning Disabilities Proficiency

	<p>This group was mentioned by SR at the previous meeting – Lorraine Clarke (LC) WHSCT has been the main point of contact with the Forum and has been asked to represent the NI Collaborative. LC had joined today’s meeting by teleconference but unfortunately due to bad weather the link was lost. The membership of this group is multi-disciplinary from across Northern Ireland and is still in development. The group being led by a medical colleague and SR and Rosaline Kelly (RK) have also been invited to join.</p> <p><u>AP:93</u> NIPEC to forward Forum information to Lynn Woolsey (LW)</p>
<p>18</p>	<p>Dates, times, venues for next meetings in 2020</p> <p>21st April 2020 @ 2.00pm Venue: Boardroom, Omagh Hospital Complex, 7 Donaghane Road, Omagh BT79 OJJ</p> <p>7th July 2020 @ 2.00pm Venue: Boardroom, Tower Hill Armagh, BT61 9DR</p>

Action Point	Details of Action	Action Open/Completed
Open Action Points		
AP30	NIPEC to advise Collaborative how the HSC Trusts and the Independent Sector are using the Outcome Based Resources in practice and these reports to be submitted on a three monthly basis.	Open
AP42	NIPEC to forward the current NI Collaborative Terms of Reference to members and invite comments for next meeting	Open
AP49	NIPEC to circulate the NIPAD Learning Disabilities to Collaborative members following finalisation of the current version.	Open
AP57	NIPEC to request the Terms of Reference for the Review of The Learning Disability Service Model and for this to be circulated.	Open
AP59	NIPEC to seek nominations from Collaborative members to upload new Podcasts for the NIPEC Learning Disabilities microsite	Open
AP63	EMcE to provide feedback on the Learning Disabilities Recording Care Project to the next EDoN meeting.	Open
AP64	OB to contact Leslie-Anne Newton re service user contribution to the NI Collaborative	Open
AP70	Education Commissioning task and finish group to provide feedback to the NI Collaborative	Open
AP71	EMcE to link with Siobhan McDonald and CNO Business Lead to discuss post registration commissioning of programmes for RNLD's.	Open
AP74	Results of the audit on the use of the Outcome Based Resource Pack to be discussed as part of the agenda of the June 2020 PD Forum.	Open
AP75	DMcA to lead discussions on the Health Equalities Framework to be discussed at next meeting	Open
AP76	NIPEC to arrange the production of Podcasts for web site with EMcE and OB	Open
AP77	EMcE to raise the importance of the implementation of the Recording Care LD Nursing with her colleagues at the next Executive Directors of Nursing meeting.	Open
AP78	Recording Care to remain of the NI Collaborative Agenda and placed on the Agenda for the meeting with CNO on 27 th January 2020.	Open
AP79	GMcK to forward final draft document to NI Collaborative members for final review and comment and then will prepare for the pilot of the documentation.	Open
AP80	Contact details of Lead Nurses to be forwarded to CL re competency framework for nursing and senior nursing assistants	Open
AP81	CL to provide feedback to NI Collaborative on competency framework for nursing and senior nursing assistants	Open

AP82	Terms of Reference for review of Learning Disabilities to be tabled at next meeting	Open
AP83	Invitation letter to be forward to Executive Directors of Nursing seeking 5 RNLDS from each Trust re the QNI /QNIS Focus Group	Open
AP84	LM to share information regarding Regional HSC Hospital Passport Conference for circulation.	Open
AP85	Post registration Education Commissioning to be placed on Agenda for CNO Meeting	Open
AP86	DMcA to provide update following telephone call with Dave Atkinson re the Health Equalities Framework	Open
AP87	HEF Flyer and HEF presentation to be circulated to NI Collaborative members.	Open
AP88	Feedback by 14 th February 2020 regarding the audit of Outcome based Resources	Open
AP89	Hyper link to the Ascot Tool to be emailed to NI Collaborative members	Open
AP90	EB to make arrangements with LM to film Podcast.	Open
AP91	Email main points of Learning from Workshops to be forwarded to members.	Open
AP92	Survey Monkey Questionnaire regarding an evaluation of workshops to be forwarded to participants	Open
AP93	Email information to Lynn Woolsey (LW) on the NI, Learning Disabilities Proficiency Group	Open
Completed Action Points		
AP1	Owen Barr as Chair of the Collaborative to formally write to Bob Brown, EDoN, WHSCT, to seek a new nomination for adult RNLDS.	Closed
AP2	Lynne Marsh to speak to students and seek a nomination	Closed
AP3	A letter will be sent from the Chief Executive of NIPEC seeking a nomination of EDoN to Co-Chair the Collaborative.	Closed
AP4	Jacqueline Boyd to submit responses on behalf of the WHSCT and Siobhan Rogan has completed the SHSCT and to send electronically.	Closed
AP5	Wendy McGregor (RQIA) to send Frances contacts for the Independent Sector who it was agreed should be invited to apply the KPI within their respective organisations	Closed
AP6	The next RNL D Forum meeting should be around the SEHSCT area.	Closed
AP7	Frances to distributed RNL D Career Pathway flyer and explained use of the QR Code.	Closed
AP8	The next Collaborative Communique should be published in July 2018	Closed
AP9	Frances Cannon to recirculate the Professional Senate paper	Closed

AP10	Professional Senate Collaborative members to discuss within their respective organisations to gauge if attendance would be supported locally.	Closed
AP11	Recording Care: It was agreed that some work needs to be done to raise awareness of the document and ensure “buy in” from colleagues in the system. Angela will raise at the next Recording Steering Group.	Closed
AP12	Angela asked if colleagues would check with their representatives on the Learning Disabilities Recording Care Group to find out if this (the version tabled at the meeting) is the final version. Feedback should be sent to Frances by the 1 st September 2018.	Closed
AP13	Recording Care should be included as an agenda item at the next Collaborative meeting	Closed
AP14	RE: RCN Learning Disability National Forum-Rosaline to send link for dissemination to Collaborative members.	Closed
AP15	Positive Behaviour Support to be an agenda item	Closed
AP16	Owen urged colleagues to identify RNLDs in Practice who could put themselves forward to present Outcomes Measurement tools used in practice.	Closed
AP17	Angela McCallum agreed she would check if any RNL D colleagues in the NHSCT would present and get back to Frances. Glenda Frazer agreed to present the DISDAT tool at the RNL D Forum event	Closed
AP18	Lorraine Clarke agreed she would identify someone from WHSCT who will present alongside Owen.	Closed
AP19	Frances to prepare a questionnaire to evaluate the Forum – both at the Forum meeting on the day and via Survey Monkey disseminated via NIPEC to Forum members.	Closed
AP20	Frances to set up a teleconference for a Collaborative subgroup to have further discussion regarding the Action Plan Workshop/s including Siobhan Rogan, Lorraine Clarke, Barbara Tate, Angela McCallum, Owen Barr, Maurice Devine, Deirdre McNamee and Rhona Brennan	Closed
AP21	RNL D Education Summit Paper Lynne to share with Frances to disseminate with the Collaborative who were invited to provide commentary before October 5 th .	Closed
AP22	Frances to check with Angela Reed SPO NIPEC if this was a request by the DoH to include PQC in the development of the Learning Disabilities Recording Care Documentation.	Closed
AP23	Eilish/Frances to amend notes of 2 nd October 2018 and circulate final version to members of the Collaborative.	Closed
AP 24	Owen to liaise with the Senate to confirm Siobhan’s membership	Closed
AP25	Eilish to contact Wendy Mc Gregor RQIA to obtain a list of Independent Learning Disability providers to enable	Closed

	wider dissemination of the Outcomes Based Resource Pack For Registered Nurses Learning Disabilities (RNLD). Judy Brown to email photos to Eilish for the cover of the Outcome Resource Pack.	
AP 26	The results of the PDF evaluation will be presented at the next Forum meeting on the 11 th April with a link made available on the NIPEC web page	Closed
AP 27	Frances and Owen to provide feedback regarding possible implications for the Collaborative following this meeting.	Closed
AP 28	Eilish to liaise with the PO working to the Recording Care Project regarding the development of the Learning Disabilities Recording Care Documentation	Closed
AP 29	Dr. Lynn Marsh QUB to lead discussions at the next Collaborative meeting regarding the degree of exposure and experience that will be required by students undertaking the FNFM RNLD course relating to communication and relationship management detailed in Annex A FNFM Proficiencies.	Closed
AP31	EMcE to advise of date of next KPI meeting.	Closed
AP 32	EB to forward template for presenters.	Closed
AP 34	EMcE to contact to Executive Director of Nursing at the Belfast Health & Social Care Trust.	Closed
AP 35	Telephone call to be arranged to discuss format of RNLD Forum on 3rd July 2019	Closed
AP 36	EB to send link to the National Award when circulating notes for information.	Closed
AP 37	LM to organise and confirm venue at QUB for task and finish group re the FN Learning Disabilities Nursing NIPAD	Closed
AP 38	EB to inform Geraldine that 100 years of Learning Disabilities Nursing The Unique Contribution it will be a future topic for the RNLD Forum	Closed
AP 39	GMcK to bring together a Task and Finish Group to review the Learning Disabilities Recording Care Documentation and the revised draft document to be brought to the Collaborative meeting on 3rd July 2019 for amendment/agreement	Closed
AP 40	EB to confirm with Collaborative members membership of the ERG for the Recording Care Project	Closed
AP 41	NIPEC to write to the EDoN of the SEHSCT on behalf of the Collaborative Co-Chairs to invite a RNLD Adult Services to join the Collaborative.	Closed
AP43	NIPEC to write to the IHCP on behalf of the Collaborative Co-Chairs to invite a RNLD from the IHCP to join the Collaborative.	Closed
AP44	Education commissioning and CPD Planning to be a Collaborative agenda item	Closed

AP45	NIPEC to arrange a meeting with SR , OB EMcE, EB and FC to discuss how the NI Collaborative might respond to commissioning in response to the review of LD Nursing	Closed
AP 46	NIPEC to forward the poster / diagram and link to web page of the DoH Education Commissioning Cycle to Collaborative members	Closed
AP47	NIPEC to arrange a PDF planning meeting with RK, DM, OB and EB to discuss the proposal to hold the RCN/NIPEC PDF twice per year as opposed to the planned 3 per year but increase the length of the programme.	Closed
AP48	NIPEC to invite LD Nurse of the Year winners to next NIPEC/RCN Learning Disabilities PDF in November and request they also focus on the how learning disabilities nurses can showcase their work and guide others as to how their work could be taken forward across LD services	Closed
AP50	NIPEC To arrange a social media posting and birthday cake at next NI Collaborative to celebrate 100 years of LD Nursing	Closed
AP51	Barbra Tate to share the SEHSCT's recognition of the milestone of 100 years of LD Nursing at next Collaborative meeting.	Closed
AP52	NIPEC to circulate information on the consultation on the Trauma Network to Collaborative members.	Closed
AP53	NIPEC to forward the flyer from the RCN regarding the event on the Review Of Learning Disability Service Model on the 9th August	Closed
AP54	NIPEC to confirm with the HSC Board the details of the regional event to be held in September regarding the Review of the Learning Disability Service Model	Closed
AP55	NIPEC to request an update on the review on the evaluation of the LD Passport and access to health care project.	Closed
AP56	NIPEC to request information from SR regarding the use of the ECHO System and how many people have used it.	Closed
AP58	EB to feedback to the LD Recording Care Task and Finish group the Collaborative's agreement to review the revised LD Documentation	Closed
AP60	NIPEC to seek update from BHSCT on the utilisation of the Health Equality Framework	Closed
AP61	Co-chairs to provide update on current membership.	Closed
AP62	GMcK to forward the Learning Disabilities Recording Care Project Document to NI Collaborative members	Closed
AP65	NIPEC to arrange meeting with CNO Office re the follow up on the NI Action Plan	Closed
AP66	EB to forward draft chairs agenda to LC and GF, Western H&SC Trust for the PD Forum in November 2019	Closed

AP67	Donna Morgan (DM), RK, OB and EB to meet to plan January 2020 PDF session.	Closed
AP68	Regional Departmental Assurance Group Muckamore Abbey Hospital DoH to become a standing item on the NI Collaborative agenda	Closed
AP69	DM to organise a task and finish group with RNLD leads to take forward plans to influence and coordinate the regional commissioning of post registration programmes for RNLD's, (to cc NIPEC into correspondence)	Closed
AP72	Post registration education commissioning to become a standing item on the NI Collaborative agenda	Closed
AP73	EB to forward draft Audit on the use of the Outcome Based Resource Pack for Learning Disabilities Nursing to members for agreement.	Closed