

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

**Meeting 11th April 2019 @ 2pm
Meeting Room, NIPEC, Centre House, 79 Chichester Street, Belfast**

Action Notes of Meeting

Attendance

Owen Barr, Ulster University, Ulster University – Co Chair	(OB)
Eileen McEaney, Northern Health & Social Care Trust – Co Chair	(EMcE)
Frances Cannon, Senior Professional Officer, NIPEC	(FC)
Eilish Boyle, Project Officer, NIPEC	(EB)
Jacqueline Boyd, Western Health & Social Care Trust	(JBoyd)
Judy Brown, FSHC Independent Sector representative	(JB)
Lorraine Clarke, Western Health & Social Care Trust	(LC)
Glenda Frazer, Western Health & Social Care Trust	(GF)
Lynne Marsh, Queens University Belfast	(LM)
Paul Mills, South Eastern Health & Social Care Trust	(PM)
Donna Morgan, Northern Health & Social Care Trust	(DM)
Siobhan Rogan, Southern Health & Social Care Trust	(SR)
Barbara Tate, South Eastern Health & Social Care Trust	(BT)
Shona Fitzpatrick, Student Nurse, Queens University Belfast	(SF)

Apologies

Breige Connery, Belfast Health & Social Care Trust
Rosaline Kelly, Royal College of Nursing
Damian McAleer, Clinical Education Centre
Wendy McGregor, Regulation and Quality Improvement Authority
Ailish McMeel, Belfast Health & Social Care Trust, *Post Reg Student rep*
Deirdre McNamee, Public Health Agency
Sharon McRoberts, South Eastern Health & Social Care Trust
Briege Quinn, Public Health Agency
Sarah Russell, Student Nurse, Queens University Belfast
Laurence Taggart, Ulster University

1.	<p>Welcome and Introductions</p> <p>Owen Barr (OB) welcomed everyone to today's meeting and in particular noted attendance of Student Nurse Shona Fitzpatrick.</p> <p>OB acknowledged this would be Paul Mills last attendance at the Collaborative meetings as Paul will be retiring from the South Eastern Health & Social Care Trust. OB thanked Paul for his contribution to the Collaborative and wished Paul a happy and healthy retirement on behalf of all Collaborative members.</p>
2.	<p>Agree action notes of previous meeting</p> <p>The draft action notes of the previous meeting held on the 17th January 2019 were agreed as accurate.</p>
3.	<p>NI Action Plan Update</p> <ul style="list-style-type: none"> • Outcome Based Resources • KPIs <p>OB confirmed that the Outcome Based Resource is live, has been circulated and is available on the NIPEC website.</p> <p>Members advised that nurses are aware of the resource and it is being used. However it is a work in progress and to make sure it is continuing to be used The Outcome Based Resource should stay on the agenda. The aim is to have the Outcomes Based Resource, KPI and Career Pathway available and embedded in practice as part of the Registered Learning Disabilities Nursing culture.</p> <p>Members felt it would be extremely helpful if NIPEC could collate how these tools are being used for accountability, performance and updates. It was suggested that an update could be given at the next Collaborative meeting and then updates provided every 6 months.</p> <p>The KPIs Regional meetings scheduled for October 2018 and January 2019 were both cancelled. Eileen McEaney (EMcE) advised that a new date has been organised and that she will confirm this date to members.</p> <p><u>Action Point: 30</u> NIPEC to develop a template for HSC Trusts and the Independent Sector to collate which Outcome Based Resources are being utilised in practice and these reports to be submitted on monthly or three monthly basis.</p> <p><u>Action Point: 31</u> EMcE to advise of date of next KPI meeting.</p>
4.	<p>NI Action Plan Priorities for 2018/19 Workshop (1&2) 3rd and 23rd May 2019</p> <p>OB advised that notification had been forwarded to the Executive Directors of Nursing of 5 provider HSC Trusts, who employ RNLDs, the Collaborative members, Heads of Services and Schools of Nursing/Midwifery. Date for return of nominations 20th April 2019. The workshop on the 3rd May is being held at Tyrone and Fermanagh Hospital, Omagh and the workshop on the 23rd May is being held in the Innovation Factory, Belfast.</p>

	<p>Eilish Boyle (EB) to forward a template for the presenters to include: Background, introduction, setting the scene, broad areas, professional challenges, learning, take home message, reflective learning etc.</p> <p>Following discussions around the subject and agenda for the first workshop being held on the 3rd May 2019 it was agreed that Lorraine Clarke (LC), Glenda Frazer (GF) and Jacqueline Boyd (JB) would help to facilitate at the workshop with OB and EB. LC, GF and JB also agreed to organise presentations from their Trust around RNLDs Paul Mills (PM) and Donna Morgan (DM) further agreed to speak with colleagues within their respective Trusts to provide a presentation.</p> <p>Members agreed that the second workshop should focus on Safeguarding within Adult and Children's Services. DM and Siobhan Rogan (SR) agreed to speak with colleagues within their respected Trusts regarding presenting at the workshop on 23rd May 2019.</p> <p>All information regarding presenters and titles of presentation to be forwarded to EB.</p> <p>EMcE agreed to contact the Executive Director of Nursing at the Belfast Health & Social Care Trust to encourage attendance from RNLD staff to attend the workshops and also to request a presentation for the first workshop.</p> <p><u>Action Point: 32</u> EB to forward template for presenters.</p> <p><u>Action Point: 33</u> Name of presenters and presentation to be forwarded to EB.</p> <p><u>Action Point: 34</u> EMcE to contact to Executive Director of Nursing at the Belfast Health & Social Care Trust.</p>
5	<p>Update – NIPEC/RCN RNLD Professional Development Forum</p> <p>Unfortunately Rosaline Kelly (RK) was an apology at today's meeting. RK asked for the following to be noted at today's meeting.</p> <p><i>Thanks to Eilish Boyle who did an absolutely fantastic job on organising the RNLD Forum held on the 26th March 2019. Forum evaluation was taken but can I please just add that I think the event was the most relevant to and supportive of the RNLD workforce. This has been confirmed by RNLDs I have spoken to since the event. All positive comments.</i></p> <p>Members at the Collaborative meeting today agreed with Rosaline and advised all topics were very relevant and feedback they had received was very positive.</p> <p>RK also asked for the following to be mention:</p> <p><i>The RCN NI Learning Disability Nursing Network will be hosting a RNLD 100 Celebration Event on the 25th September 2019 at the RCN Windsor Avenue, Belfast. More information to follow.</i></p> <p><i>RCN NI Nurse of the Year Awards takes place on 6th June 2019 at Culloden Hotel, Cultra. There is a Learning Disability Nursing category again this year – judging took</i></p>

	<p>place on the 5th April 2019. Not sure if sponsorship will be available again from the current source for this award next year – so please have a think around who might be willing to sponsor 2020.</p> <p>Future dates for RNLD Forum: 3rd July 2019 @ 10.00am venue: Ulster University Jordanstown Campus, Topic: Dysphagia</p> <p>13th November 2019 @ 10.00am Venue: Tyrone & Fermanagh Hospital, Omagh, Topic: Diabetics</p> <p>Conference call to be arranged with OB, FC, EB, DM and RK to discuss the programme for the RNLD Forum being held on 3rd July 2019.</p> <p><u>Action Point: 35</u> Telephone call to be arranged to discuss format of RNLD Forum on 3rd July 2019</p>
6.	<p>LIDNAN Lynne Marsh (LM) advised that there is no further update.</p> <p>(LM) informed the meeting that Anne O’ Neill a 3rd year Student Nurse Learning Disabilities is a finalist of the RCN Awards taking place on the 6th of June.</p> <p>https://www.rcn.org.uk/northernireland/get-involved/awards/student-award</p> <p><u>Action Point: 36</u> EB to send link to this award when circulating notes for information.</p>
7.	<p>Future Nurse Learning Disabilities PAD</p> <p>LM to set up a Task & Finish Group as soon as possible to develop the Future Nurse Learning Disabilities PAD.</p> <p>Frances Cannon (FC) highlighted that the Future Nurse Learning Disabilities PAD must reflect the NMC Proficiencies.</p> <p>The date for the Task & Finish Group meeting was agreed as the 9th May 2019 from 10.00am – 4.00pm. The meeting will be held at Queens University Belfast (QUB). LM to advise of exact venue within QUB. LM to forward FC a draft email to request nomination to include name and area of work, FC will circulate and collate attendance at this meeting. Representation at this meeting to include Hospital, Community, Public Health Agency and Independent Sector. Kerri McLarnon FNFM Professional Officer would also be in attendance at this meeting.</p> <p><u>Action Point: 37</u> LM to organise and confirm venue at QUB</p>
8.	<p>100 years of Learning Disabilities Nursing The Unique Contribution</p> <p>Members were advised of an email received from Geraldine Rushe from the Southern Health & Social Care Trust requesting that members would consider a future agenda item for the RNLD Forum regarding ‘<i>the role and unique contribution of the Learning Disabilities Nurse</i>’. Geraldine to be advised that it will be a future topic for RNLD Forum.</p>

	<p><u>Action Point: 38</u> Geraldine to be advised that it will be a future topic for RNLD Forum.</p>
9.	<p>Professional Senate update</p> <p>SR reported that the last meeting of the Professional Senate was held on the 3rd March 2019 and unfortunately she was unable to attend. SR advised that at the moment the agenda for the Professional Senate seems to be England focused. Next meeting of the being held in June 2019 which SR will be attending and will raise the concerns for Northern Ireland.</p>
10.	<p>PHA Transformation Project</p> <p>Apologies for today's meeting received from Briege Quinn.</p> <p>Agenda item deferred to next meeting 3rd July 2019.</p>
11.	<p>Review of Learning Disabilities Nursing</p> <p>SR advised that the Chief Nursing Officer, Professor Charlotte McArdle, (CNO) had commissioned a Review of Mental Health Nursing and although linked to Learning Disabilities Nursing, the CNO requested a separate review for Learning Disabilities Nursing. Therefore SR confirmed that she would be working 3 days per week at the Department of Health, Leading on the Review of Nursing RNLD and will continue in her role within the Southern Health & Social Care Trust for the remaining 2 days per week.</p>
12.	<p>Recording Care Project</p> <p>Gillian McKee (GMcK) Professional Officer, NIPEC joined the meeting.</p> <p>GMcK advised members that she was on secondment to NIPEC as a Professional Officer and will be working on the update of the Nursing Assessment (Learning Disabilities) Document. GMcK advised that she would be setting up a Task and Finish Group within Adult and Children's Nursing to include core people within the 5 HSC Trusts who employ RNLDs and Independent Sector to review the document.</p> <p><u>Action Point: 39</u> EB to confirm with Collaborative members membership of the Expert Reference Group (ERG) for the Recording Care Project.</p> <p><u>Action Point: 40</u> GMcK to bring together a Task and Finish group from the Collaborative membership to review the Learning Disabilities Recording Care document, and an update to be provided at the next Collaborative meeting on 3rd July 2019.</p>
13.	<p>AOB</p> <p>QUB student numbers</p> <p>Lynne Marsh advised that the number of Student Nurses on RNLD course has greatly increased. While this is great to see, it raises the issue and difficulties of obtaining Student practice learning experiences within the Trusts and Independent Sector. Frances advised Lynne she would forward details of key people within these areas to help arrange with placements.</p> <p>Circulations</p>

	<p>Owen requested that the following information is forwarded to the Collaborative membership.</p> <ol style="list-style-type: none">1. Link to the Government consultation on learning disability and autism training for health and care staff.2. Link to the Burdett Nursing grants available for projects looking to show the impact of learning disabilities.3. Link to RCNi Nurse Awards 2019 Finalists announced.4. Information on NMC Consultation of FNFM Proficiencies for Midwifery.
14.	Dates, times and venues of further meetings: 3 rd July 2019 @ 2.00pm – Room 2F06, Ulster University, Jordanstown Campus, Shore Road, Newtownabbey, BT37 OQB 15 th October 2019 @ 2.00pm – Conference Room 1, 3 rd Floor, Centre House, 79 Chichester Street, Belfast, BT1 4JE

Action Point	Details of Action	Actioned Completed
AP1	Owen Barr as Chair of the Collaborative to formally write to the 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 RNL Ds 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 RNLD colleagues in the NHSCT would present and get back to Frances. Glenda Frazer agreed to present the DISDAT the RNLD 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	RNLD 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 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.	Closed
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.	Open
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

AP 30	NIPEC to advise how tools are used and how often.	Open
AP 31	EMcE to advise of date of next KPI meeting.	Open
AP 32	EB to forward template for presenters.	Open
AP 33	Name of presenters and presentation to be forwarded to EB	Open
AP 34	EMcE to contact to Executive Director of Nursing at the Belfast Health & Social Care Trust.	Open
AP 35	Telephone call to be arranged to discuss format of RNLN 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 RNLN Forum	Open
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	Open
AP 40	EB to confirm with Collaborative members membership of the ERG for the Recording Care Project	Open