

**Professional Framework Emergency Nursing Care Project  
Steering Group Meeting**

**Venue: Meeting Room, NIPEC, 2nd Floor, Centre House,  
79 Chichester Street, Belfast**

**Date: 27th May 2015**

**Time: 10.00 - 12.00**

**Notes of Meeting**

**In attendance**

Linsey Sheerin, Chair, Emergency Nursing Network, RCN (LS)  
Frances Cannon, NIPEC, Project Lead (FC)  
Roisin Devlin, NIPEC, Professional Officer (RD)  
Sharon McRoberts, Assistant Director Nursing Workforce & Education, SEHSCT (SMcR)  
Maira Mannion, Assistant Director Nursing Workforce & Education, BHSCT (MM)  
Helen McNeilly, Lead Emergency Nurse Practitioner NHSCT (HMcN)  
Anne-Marie Philips, Nurse Education Consultant, CEC (AMP)  
Jill Fleck, Dept Manager - Emergency Medicine A&E, SEHSCT (JF)  
Geraldine Byers, Nurse Consultant Emergency Care, BHSCT (GB)  
Mandy Hawthorne, Sister, RBHSC (MH)  
Mary Burke, General Manager – Medicine & Unscheduled Care, SHSCT (MB)  
Sharon Holmes, Dept Manager – Emergency Medicine A&E, SHSCT (SH)

**Teleconference Call**

Martina Brown, Emergency Nurse Practitioner, WHSCT (MBR)  
Caroline Lee, Nursing Officer, DHSSPS (CL)

**Apology**

Olive MacLeod, EXoN NHSCT (OMacL)  
Dr Vidar Melby, Senior Lecturer, UU (VM)  
Joanne McMullan, Lecturer in Education, QUB (JMcM)  
Diane Gillespie, Senior Sister A&E, BHSCT (DG)  
Kerry Glackin, Emergency Nurse Practitioner, WHSCT (KG)  
Joan Peden, Assistant Director of HR, BHSCT (JP)  
Garrett Martin, Royal College of Nursing (GM)  
Siobhan Donald, Nurse Consultant, PHA (SD)

Item	Notes	Action
<b>1</b>	<b>Welcome and introductions</b>	
	<p>LS welcomed everyone and invited introduction for the benefit of those who were on teleconferencing</p> <p>Apologies were noted from Vidar Melby, Jill Fleck, Joanne McMullan, Moira Mannion, Garrett Martin and Mandy Hawthorne</p> <p>LS gave a synopsis of the project to date summarising what had been completed to date</p>	<b>noted</b>
<b>2</b>	<b>Action Notes from Previous Meeting</b>	<b>noted</b>
	<p>Action Notes of previous meeting held on 2<sup>nd</sup> March were agreed as an accurate record.</p>	
<b>3</b>	<b>Feedback from Sub Group</b>	
	<p>HMcN gave feedback from the sub group. She stated that there was representation from each of the five HSCNI Trusts and that the group was very enthusiastic</p> <p>She explained the process behind the development of the draft Framework and some of the areas that required clarification.</p> <p>It was feedback that the group were very keen for an ED mandatory training programme. JF and SMcR highlighted that they have a draft of SE Trust induction programme that incorporated mandatory training and would be happy to share this piece of work</p> <p>MM suggested that the term 'clinical requirement' should be used rather than mandatory training.</p> <p>There was a discussion re CEC regulating the programme and it was felt that this would be appropriate with a strong ED nursing input</p>	<b>HMcN</b>
<b>4</b>	<b>Framework feedback</b>	
	<p>The group stated they were happy with the draft of the Framework. RD explained that it would be enhanced with the ECA competencies.</p> <p>GB suggested that ENP be included in the 'autonomous practice' Piece. RD explained that there would be a narrative about</p>	

	<p>each section of the Framework explaining the roles etc.  MM suggested that other Frameworks may need to be referred to enhance the current piece of work such as 'patient centred care'  RD stated that she hoped that the ECA competency Framework would encompass some of these but if not, she would look at others to get a rounded Framework</p>	
<b>5</b>	<b>ECA Feedback</b>	
	<p>RD stated she had a conversation with Janet Youd who assured her that the competency Framework was progressing. It was hoped to have a meeting soon with the expert reference group.  RD will be involved in the meeting.  CEM have produced a competency Framework for ANPs</p>	<b>RD</b>
<b>6</b>	<b>ENP / Band 2/3</b>	<b>LS</b>
	<p>LS asked the group re Framework for ENPs. MM suggested that this would be a separate piece of work from the current Framework. SMcR agreed and pointed out that there was currently work re ENPs being undertaken by the HSCNI board and MB felt she would appreciate some guidance around ENPs in MIUs.  FC and CL felt that the work did fall under the current Framework piece and it was agreed that a small group would have a discussion outside of the Steering Group re the same</p> <p>SMcR clarified that the Normative staffing for ED group had stipulated that there were not to be Band 2 staff in EDs. LS asked the group re Framework for band 3s – It was suggested that while there was work on going re: Nursing Assistants, it may be difficult to complete a Framework  It was suggested that a sub group do a scoping exercise re Nursing Assistants current skills and training and map out future training/skills/awareness  MM agreed to chair this group and representatives from each Trust were to be nominated</p>	
<b>7</b>	<b>Support Staff within ED</b>	
	<p>RD handed out a table identifying the range of support staff within EDs. This highlighted the deficits in some departments. SMcR questioned if there had been any recommendations re this from the Regional ED Task force  RD will seek this information  It was agreed that being prescriptive about support staff would not be part of this group's work but that it could be mentioned in the summary</p>	

<b>8</b>	<b>Manchester Triage Cascade Training</b>	
	<p>FC stated that she has presented NIPECs findings to the CNO and Exec DoNs. It was suggested that a Framework should be created that would support the delivery of the training and may include the development of an audit tool.</p> <p>It was agreed that RD would complete a draft that would be circulated virtually for feedback</p>	
<b>9</b>	<b>Engagement day – Mon 29<sup>th</sup> June 1400-1530</b>	
	RD highlighted that ED nurses had been very engaged with the Framework so far. This day would update them as to the project so far and show the draft of the Framework.	
<b>10</b>	<b>Review of the PID</b>	
	The group went through the aims and objectives and were content that the project was on track to achieving the planned outcomes	
<b>11</b>	<b>ANP Feedback</b>	
	CL gave feedback re ANP and stated that CEM had been contacted and were supportive of the role being developed in NI. The proposal is also to be presented at the medical director's forum. Mary Hinds currently is involved in a business to source funding. It was acknowledged that the course may not progress in September but was hoped that it would be starting in February	<b>CL</b>
<b>10</b>	<b>Next Meeting</b>	
	<p>It was proposed that the next meeting be held after the majority of the work was completed and would be in October</p> <p>RD to send out dates and confirm asap</p>	