



**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL  
FOR NURSING AND MIDWIFERY**

**PROJECT STEERING GROUP  
DEVELOPMENT OF A CAREER PATHWAY  
FOR THE GENERAL PRACTICE NURSING WORKFORCE**

**Meeting, Wednesday, 14<sup>th</sup> November 2018**

**Present**

Maura Devlin, Director of Nursing, Down GP Federation (Chair)	MD
Cathy McCusker, NIPEC (Project Lead)	CMcC
Linzi McIlroy, Royal College of Nursing	LMcI
Rose McHugh	RMcH
Dr David Ross, NIGPC	DR

**Teleconference**

Margaret Diamond, Northern HSC Trust	MD
Deirdre O'Donnell, Ulster University	DO'D
Evelyn Walton, CEC	EW

**Apologies**

Nicky Brown, ANP Trainee, Down GP Federation  
Dr Colin Fitzpatrick, South Eastern HSCT  
Caroline Fletcher, Western HSCT  
Louise Hales, Queens University Belfast  
Caroline Lee, Clinical Education Centre  
Dr Claire Loughrey, NIMDTA  
Jill Scullion, Belfast HSCT

## DRAFT ACTION NOTES

Agenda Item	Notes	Action by
1.0	<p><b>Welcome &amp; introductions</b> Maura Devlin welcomed everyone to the meeting including Debbie Duncan who was there representing Louise Hales.</p>	
2.0	<p><b>Apologies</b> Apologies as noted above.</p>	
3.0	<p><b>Action notes; meeting held on 17 October 2018</b></p> <p>Action notes were agreed and any matters arising were picked up on the agenda. Agenda Item 5 was left until 11am when Brenda Moffett would meet the Steering Group members.</p>	
6.0	<p><b>Update from sub-groups</b> <b>Nursing Assistants Education Requirements – Chair Linzi McIlroy</b></p> <p>Linzi updated the Group on the proposed education requirements developed by the sub-group for Senior Nursing Assistants. This title is in line with the DoH approved title for Nursing Assistants who undertake clinical activities. Evelyn Walton and Majella Doran had worked up a six day induction and development programme which was reflective of the DoH programme (Level 3 RQF equivalent without RQF Assessment/Award costs).</p> <p>As agreed at the previous Steering Group meeting due to the issues raised by Rose McHugh and Margaret Diamond the core competencies did not include administration of seasonal vaccines by Senior Nursing Assistants. The sub-group included the proposed content required for an education programme <b>if</b> seasonal vaccination training was agreed as an additional component for Senior Nursing Assistants. Maura had a discussion with Mary Hinds Director of Nursing &amp; AHPs, Public Health Agency, following issue of letter to General Practice, Mary stated that seasonal vaccination by Senior Nursing Assistants was outside the NI Public Health position. The Steering Group discussed the following:</p> <ul style="list-style-type: none"> <li>• Senior Nursing Leaders need to acknowledge that current practice in many GP surgeries is that Nursing Assistants are administering seasonal vaccinations and given the existing workforce pressures and the annual Public Health seasonal vaccination campaigns, this practice may continue.</li> <li>• The education section for Senior Nursing Assistants, of the NI GPN career pathway draft document, regarding additional mandatory training for administration of seasonal vaccines should be removed until current practice and NI Public Health policy</li> </ul>	<b>CMcC</b>

	<p>position is discussed by the Senior Nurse Leaders and a way forward agreed with GPs.</p> <ul style="list-style-type: none"> <li>• If Patient Specific Directives (PSDs) are the only way that Senior Nursing Assistants can administer vaccinations then Dr Ross advised this would not be practical or viable and would ultimately have a negative impact on the uptake of the seasonal vaccination campaign; currently 500 adult patients are vaccinated per morning i.e. 2000 in 2 months. These numbers would be significantly reduced with PSDs.</li> <li>• A six day programme designed for the core induction and development of Senior Nursing Assistants proposed by CEC; cost of £3,600 for 10 individuals per programme with supervised practice in General Practice by Registered Nurses or General Practitioners for skills such as venepuncture etc. David confirmed these proposed costs would be viable for General Practice.</li> <li>• Discussion needed outside of this Group regarding funding for CEC in terms of an additional staff complement to run these induction and development programmes in blocks throughout the year.</li> <li>• Raise the issue at Primary Care Steering Group chaired by Mary Hinds regarding the need for opportunities for Senior Nursing Assistants to access Nursing Programmes through the Open University, afforded to their counterparts in HCS Trusts. Dr Ross stated such opportunities would be supported by GPs but would need central funding.</li> </ul>	<p>CL</p> <p>LMcl</p>
<p>7.0</p>	<ul style="list-style-type: none"> <li>• <b>Items for decision</b>  <b>Senior Nursing Assistants</b> <ul style="list-style-type: none"> <li>• <b>seasonal vaccines &amp; PHA Guidance letter for General Practice</b></li> </ul> <p>In light of the letter from PHA stating that Senior Nursing Assistants administering seasonal vaccines is out-with the NI position and Maura's discussion with Mary Hinds that supports a review of existing practice in NI, the Steering Group agreed that Maura should write to Angela McLernon, Chief Executive of NIPEC, as a matter of urgency to seek such a review.</p> </li> <li>• <b>Level 3 RQF equivalent</b>  <p>The following was agreed - a six day induction and development programme designed by Clinical Education Centre which was reflective of the DoH programme £360 per delegate, maximum of 10 per programme (Level 3 RQF equivalent without inclusion of RQF assessors/award).</p> </li> </ul>	<p>MD</p>

<p><b>8.0</b></p>	<p><b>General Practice Nurse &amp; Senior General Practice Nurse JD - update</b>  The following JDs require to be completed:</p> <ul style="list-style-type: none"> <li>• Senior Nursing Assistant (Band 3 equivalent) refine DoH one for General Practice</li> <li>• General Practice Nurse (Band 6 equivalent)</li> <li>• Senior General Practice Nurse (Band 7 Equivalent)</li> </ul> <p>Debbie Duncan agreed to help Cathy develop these. If any other of the Steering Group members wish to be involved contact Cathy directly. Maura shared a link to the Scottish website to help with this process. David asked that each JD comprises the relevant agreed title and Band Equivalency. Linzi to send feedback on Treatment Nurse JD</p>	<p><b>CMcC &amp; DD</b></p>
<p><b>5.0</b></p>	<p><b>Graphic Design Requirements</b>  The following requirements were proposed:</p> <ul style="list-style-type: none"> <li>• Graphic for the NIPEC website and front cover of pdf document</li> <li>• Graphic to represent <ul style="list-style-type: none"> <li>○ the five roles and progression through the roles</li> <li>○ representing a step on/step off approach</li> <li>○ escalator plus progression</li> <li>○ sign posting different levels</li> <li>○ the fundamental principle to promote is General Practice is a great career pathway for nurses and senior nursing assistants and an exciting place to work</li> <li>○ Systematic approach has been used to design content of core competencies and education</li> <li>○ Rose to seek images from flu campaign &amp; Deirdre to forward suitable career progression graphics to Cathy who will forward to designer</li> </ul> </li> <li>• NIGPC endorsement on final document</li> </ul>	<p><b>CMcC</b></p> <p><b>RMcH &amp; DO'D</b></p>
<p><b>9.0</b></p>	<p><b>Next Steps</b>  <b>Summary of what is completed:</b></p> <ul style="list-style-type: none"> <li>• Core competencies for all five roles</li> <li>• Educational requirements for all five roles</li> </ul> <p><b>Still to be completed before next meeting:</b></p> <ul style="list-style-type: none"> <li>• Senior Nursing Assistant (Band 3 equivalent)</li> <li>• General Practice Nurse (Band 6 equivalent)</li> <li>• Senior General Practice Nurse (Band 7 Equivalent)</li> <li>• Update Career pathway document – remove additional mandatory seasonal vaccine training</li> </ul> <p><b>To be completed following December meeting:</b></p> <ul style="list-style-type: none"> <li>• Development of website podcasts etc</li> <li>• Core induction template</li> <li>• Finalise career pathway document</li> </ul>	<p><b>CMcC &amp; DD</b></p> <p><b>CMcC</b></p>
<p><b>11.0</b></p>	<ul style="list-style-type: none"> <li>• <b>Date &amp; time of next Steering Group meeting</b></li> </ul>	

	<p>Next meeting <b>Wednesday 19 December 2018 @ 10am</b>, GP Federation Support Unit, Second Floor, Forestview Purdy's Lane, Belfast BT8 4AR</p>	
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