



**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, 17<sup>th</sup> October 2018**

**Present**

Maura Devlin, Director of Nursing, Down GP Federation (Chair)	MD
Louise Hales, Queens University Belfast	LH
Cathy McCusker, NIPEC (Project Lead)	CMcC
Linzi McIlroy, Royal College of Nursing	LMcI
Dr David Ross, NIGPC	DR
Mark Ryan, Southern HSC Trust	MR
Evelyn Walton, CEC	EW

**Teleconference**

Majella Doran, CEC	MD
Rose McHugh, PHA	RMcH
Deirdre O'Donnell, Ulster University	DO'D

**Apologies**

Nicky Brown, ANP Trainee, Down GP Federation  
Margaret Diamond, Northern HSC Trust  
Heather Finlay, DoH  
Caroline Fletcher, Western HSCT  
Caroline Lee, Clinical Education Centre  
Dr Claire Loughrey, NIMDTA

## ACTION NOTES

Agenda Item	Notes	Action by
1.0	<p><b>Welcome &amp; introductions</b> Maura Devlin welcomed everyone to the meeting including Evelyn Walton, present on behalf of Caroline Lee and Majella Doran who would be joining by telephone to provide information on the Level 3 qualification (Regulated Qualifications Framework - RQF) necessary for the Senior Nursing Assistant Band 3 role in HSC Trusts.</p>	
2.0	<p><b>Apologies</b> Apologies as noted above.</p>	
3.0	<p><b>Action notes; meeting held on 17 September 2018</b>  Action notes agreed and any matters arising were picked up on the agenda.</p>	
5.0	<p><b>Update from sub-groups</b></p> <ul style="list-style-type: none"> <li>• Education, Chair Deirdre O'Donnell</li> </ul> <p>Deirdre sought comments and feedback on the updates to the GPN competency and education framework document and the following were agreed:</p> <ul style="list-style-type: none"> <li>• Updated Figure 1.</li> <li>• The Advanced Nurse Practitioner works as a member of the General Practice Team <b>remove Primary Care Team</b></li> <li>• Core competencies for Senior Nursing Assistants, Linzi McIlroy to lead a sub-group to agree education/training in line with DoH which will be equivalent to Level 3 RQF without accreditation. Training to include consideration of seasonal vaccines only over 18 years with Patient Specific Direction.</li> <li>• Updated Figure 2</li> <li>• Treatment Nurse Programme one module &amp; <b>aim to be completed</b> within the first year</li> <li>• General Practice Nurse Programme - is a <b>2 or 3 module programme</b>, offered at Level 6 and 7, with the aim to be completed within an academic year.</li> <li>• Additional qualification for Senior GPN is the NMC non-medical prescribing V300</li> </ul> <p>Cathy to send GPN core competency document to be sent out and seek comments/feedback on all the various elements including the descriptors of each of the roles on p. 5.</p> <p>Maura to speak with Mary Hinds regarding funding for agreed education pathway so curriculum can be developed by AEI or programme developed by CEC/other provider.</p>	<p style="text-align: center;"><b>CMcC</b></p> <p style="text-align: center;"><b>LMcI</b></p> <p style="text-align: center;"><b>CMcC</b></p> <p style="text-align: center;"><b>MD</b></p>

<p><b>6.0</b></p>	<p><b>Items for decision</b>  <b>a) Senior Nursing Assistants</b></p> <ul style="list-style-type: none"> <li>• <b>seasonal vaccines</b></li> </ul> <p>The concerns raised about seasonal vaccines as a core competency for Nursing Assistants were discussed, including:</p> <ul style="list-style-type: none"> <li>• Nursing Assistants were currently giving seasonal vaccines in GP practices</li> <li>• in the minimum National Standards this should only be completed under a Patient Specific Directive</li> <li>• some children had been given a seasonal vaccine by a Nursing Assistant</li> </ul> <p>The group agreed vaccines should only be given to over 18 year olds ie no children. It was agreed that Linzi would chair a sub-group to take this discussion forward and plan the learning and development for Senior Nursing Assistants which would be equivalent to Level 3 RQF.</p> <ul style="list-style-type: none"> <li>• <b>Level 3 RQF</b></li> </ul> <p>Majella Doran provided an update on Level 3 RQF; the duration was a total of 10 days, 5 of these are HSC Trust induction with an additional cost of 16 hours of an assessor. It was agreed this would be too costly for General Practice however CEC agreed they could develop a RQF Equivalent Course for Senior Nursing Assistants which would be tailored specifically to cover the competencies identified as core for the post. This would be mandatory and would include preparation for seasonal vaccines. Linzi to Chair a sub-group to the content of the programme with Evelyn, Rose, Majella and Cathy.</p>	<p><b>LMcI</b></p> <p><b>LMcI</b></p>
<p><b>7.0</b></p>	<p><b>Treatment Room Nurse JD – update</b></p> <p>Cathy tabled the Band 5 JD and the following was agreed:</p> <ul style="list-style-type: none"> <li>• Leave the salary and band blank and also who to report to and be responsible to.</li> </ul> <p>Cathy has sent the JD to the HSC Trust Managers of Treatment Rooms Nurses for feedback.</p> <p>Maura shared the Band 6 JD developed as a Trainee post and asked that Cathy get a small group together to draft Band 6 and Band 7 JDs.</p>	<p><b>CMcC</b></p> <p><b>CMcC</b></p>
<p><b>8.0</b></p>	<p><b>Key messages for graphics</b></p> <p>Cathy advised that estimates have been sought from a number of companies, the closing date is Monday 22 October.</p>	<p><b>CMcC</b></p>
<p><b>9.0</b></p>	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Cathy to complete Core induction template.</li> <li>• Maura to speak with Mary Hinds regarding PHA funding for education pathways &amp; commissioning of programmes.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Cathy to seek feedback on Treatment Room JD and update.</li> <li>• Cathy to send GPN document out to Group members to seek feedback from Treatment Room Nurses, Practice Nurses, Nurse Practitioners on the descriptors, competencies and educational requirements. Mark, Louise Maura, Linzi and Evelyn</li> <li>• Linzi and sub-group members to design education content for Senior Nursing Assistants.</li> <li>• Cathy to develop JDs for GPN and Senior GPN roles with Evelyn and relevant others.</li> <li>• Cathy to tweet about the Group and the ongoing work. Discussion about a twitter chat, plan for that at next meeting.</li> <li>• Need to plan to engage with RCGP, NIGPC, GP Federations, NIMDTA, Practice Nurses, HSC Trust Treatment Rooms.</li> </ul>	
<b>10.0</b>	<p><b>AOB</b></p> <p>Louise Hales offered the GP Federation a stand at QUB careers fair next week, flyers given to Maura and David.</p>	
<b>11.0</b>	<p><b>Date &amp; time of next Steering Group meeting</b></p> <p>Next meeting <b>Wednesday 14 November 2018 @ 10am</b>, GP Federation Support Unit, Second Floor, Forestview Purdy's Lane, Belfast BT8 4AR</p>	<b>CMcC</b>