

Impact measurement: Preceptorship Framework Meeting

**QIIC Ulster Hospital
Thursday 24 April 2017 0900-1100 hrs**

In Attendance:

Chair	Sharon McRoberts	SMcR	SET
Council Member	Paul Davidson	PD	NIPEC
Professional Officer	Bernadette Gribben	BG	NIPEC

Agenda Item	Notes	Action
1.	Welcome and apologies BG welcomed everyone to the meeting and a round of introductions was taken.	
2.	Overview of Project was presented by BG for consideration which included: <ul style="list-style-type: none"> - NIPEC Impact Assessment Framework was reviewed - Project aims and objectives clarified - Draft Project Initiation Document reviewed - Work plan, including proposed timeframes and expected completion date discussed 	
3.	Terms of Reference: <ul style="list-style-type: none"> - Scope and content of TOR discussed and to be developed by BG 	
4.	Data Collection <ul style="list-style-type: none"> - Approaches to data collection discussed - Draft Questionnaires reviewed for consideration - Focus groups in each trust discussed , suggested 2 per trust (Preceptor x 2, Preceptee x 2) 	
5.	Any other Business <ul style="list-style-type: none"> - <i>Additional dates secured in in diary due to pressure operational issues, which can be cancelled if not required</i> 	
6.	Date and time of next meeting: <ul style="list-style-type: none"> - 20th June, QIIC Hub Area, Focus groups, 1-3pm 	

ACTION	COMMENT	PROGRESS completed/ongoing
Documentation	BG to - amend PID and Questionnaires - develop TOR and circulate for approval	<i>Completed</i>
Communications	BG to Draft letter to DoN re project , SMcR and PD to review and forward amendments	<i>Completed</i>
Confirm contact details	PD to forward alternative email address for future communications	<i>Completed</i>
	SMcR to forward contact details for Eileen Dunlop , Head of HR & Training	<i>Eileen Dunlop</i> <i>Head of HR & Training</i> <i>Mobile: +44 (0)7919 058591</i> <i>Landline: +44 (0)2890 749965</i> <i>eileen.dunlop@fshc.co.uk</i> <i>Regional Office, 1st Floor, Galway House, 165 York Street, Belfast, BT15 1AL</i>
Data collection	BG to - amend questionnaires and circulate for approval by SMcR and PD , - develop survey monkey and forward link to SMcR for testing - arrange dates for focus groups in each Trust	- <i>SET 24th May, Clinical Skills Room, Preceptorship</i> - <i>26th June, Clinical Skills Room, Preceptorship</i>
Alignment to NIPEC Business plan	PD to review NIPEC business plan to check alignment	<i>To be confirmed</i>
Confirm dates for next meetings	- 20 th June, QIIC Hub Area, Focus groups, 1-3pm - 29 th June, QIIC Hub Area, Focus groups, 1-3pm - 26 th July, Syndicate Room 3, Preceptorship	<i>Completed</i>