



## Career Pathway for Senior Nurse Leads in Hospitals at Night and Weekends

### Task and Finish Group Meeting 26<sup>th</sup> January 2016

#### Present

Brenda Creaney, BHSCT (Chair)  
 Carole McKenna, NIPEC (Project Lead)  
 Annmarie Ward, BHSCT  
 Patricia Ferguson, BHSCT  
 Ruth Watson, SEHSCT  
 Barbara McDowell-Anderson, SEHSCT  
 Raymond Jackson, WHSCT  
 Louise O'Neill, WHSCT  
 Sheila Dawson, SEHSCT  
 Ann Marie O'Neill, NHSCT  
 Marion Ritchie, UNISON  
 Fiona Jess, UNISON

#### Apologies

Helen McClurg, NHSCT  
 Tracy Kennedy, BHSCT  
 Chris McCavana, SHSCT  
 Raymond Gray, SEHSCT  
 Elizabeth Brownlees, NHSCT (HR)  
 Patricia Loughan, SHSCT  
 Mary Burke, SHSCT

### Action Note

Agenda Item	Action	Lead
1. Welcome & introductions	Brenda welcomed all in attendance to the 3 <sup>rd</sup> meeting of the Group and noted the above apologies.	Noted
2. Notes of meeting on 15 <sup>th</sup> December 2015	These were agreed as accurate.	Noted
3. Matters Arising		
3.1 Terms of Reference	Carole advised that as agreed at the previous meeting, the Draft Terms of Reference had been re-circulated to the Group requesting final comments. Marion and Ann Marie recommended that the first point under Membership should include professional and trade union forums. No further changes were recommended. Carole to update and send to the SHSCT representatives on the Group for any final comments. If no further changes suggested then draft to be removed and Carole to circulate as the agreed TOR.	Carole & SHSCT reps
3.2 PID	Carole advised that the PID had been revised at 1.3 and 2.4 as agreed at the last meeting to include the addition of recommendation 11 within the RQIA (2013) report (standardise job titles). A paragraph had also been added to the scope and operational definition at 3.1-3.3 (exclusion of Children's Hospitals or Services and critical care outreach, however a recommendation will be included in the final report). RCN and Unison representatives had been added to the membership at page 9. The revised PID had been circulated to the Group requesting final comments. Carole to send to the SHSCT representatives on the Group for any final comments. If no further changes suggested then draft to be removed and Carole to circulate as the agreed PID.	Carole & SHSCT reps

<p>4.0 Feedback from sub-group meeting on 15<sup>th</sup> Jan 16</p>	<p>Carole advised that as agreed at the previous meeting, a sub-group met on 15<sup>th</sup> Jan 16 to consider the core elements for each of the Senior Nurse / Hospital at Night and Senior Nurse / Patient Flow roles from the existing job descriptions and draft an outline of the career pathway and competencies required for each role to inform discussions at the next wider Group meeting on 26<sup>th</sup> Jan 16.</p> <p>The sub-group members recommended that separate career pathways, job descriptions and competencies were required for each role (Senior Nurse / Hospital at Night and Senior Nurse / Patient Flow) which were tabled for further discussion.</p> <p>Following discussion it was agreed that a third role should also be included as within some Trusts, particularly in smaller hospitals, this third role included an amalgam of both. It was also agreed that clarity should be provided for this third role (e.g. Senior Nurse – to encompass Hospital at Night and Patient Flow) as well as clarity on the range of titles currently applied to this third role within Trusts (e.g. Night Sister).</p> <p>Clinical competencies for the Hospital at Night role within the SEHSCT were tabled for discussion. Annmarie W advised that these included additional competencies to those agreed by the regional group for the Hospital at Night role and agreed to send a copy to Carole to inform the draft competence assessment tool for discussion at the next meeting. Carole advised that the regionally agreed competencies for the Ward Sister/Charge Nurse and Team Leader Band 7 roles would also be applicable to the Hospital at Night roles and have been included in the draft circulated to the Group.</p>	<p>Annmarie W</p>
<p>3.4 Discussion and next steps</p>	<p><b>NOTE:</b> Brenda advised that the main focus at the next meeting on 17<sup>th</sup> February will be to edit the draft career pathways, job descriptions and competencies prior to a wider consultation by Group members with their individual organisation stakeholders/forums. Feedback from this will be used to refine the final resources to be signed off at the next meeting on 22<sup>nd</sup> March 2016.</p> <p>Carole to circulate the draft career pathways, job descriptions and competencies to the Group seeking comments in relation to what should be included for each role in advance of the next meeting on 17<sup>th</sup> Feb 16.</p> <p>Carole to forward the draft career pathways and job descriptions for both roles to Elizabeth to advise the criteria for each of the roles to ensure KSF and AfC advice.</p>	<p>All</p> <p>All</p> <p>Carole &amp; Elizabeth</p>
<p>6. AOB</p>	<p>None</p>	
<p>7. Next Meeting</p>	<p>Brenda advised that the next meeting will commence at 2pm to allow time to focus on editing and refining the drafts.</p> <p><b>17<sup>th</sup> February 2016, 2pm – 4.30pm in Classroom 5, Fern House, Antrim Hospital Site.</b></p>	