



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

Task and Finish Group Meeting 22nd March 2016

Boardroom, Trust Headquarters, Bretton Hall, Antrim Hospital Site

2.30 pm – 4.30 pm

Present

Carole McKenna, NIPEC (Chair obo Brenda)
Maura McKenna, Regional Trade Union
Annmarie Ward, BHSCT
Patricia Ferguson, BHSCT
Helen McClurg, NHSCT
Barbara McDowell-Anderson, SEHSCT
Mary Burke, SHSCT
Louise O’Neill, WHSCT
Ann Marie O’Neill, NHSCT
Marion Ritchie, UNISON

Apologies

Brenda Creaney, BHSCT (Chair)
Tracy Kennedy, BHSCT
Ruth Watson, SEHSCT
Raymond Gray, SEHSCT
Elizabeth Brownlees, NHSCT (HR)
Patricia Loughan, SHSCT/
Raymond Jackson, WHSCT
Sheila Dawson, SEHSCT
Chris McCavana, SHSCT
Fiona Jess, UNISON
Kevin McAdam, UNITE
Iain Gough, SHSCT (HR)
Mark Gillespie, WHSCT

Action Note

Agenda Item	Action	Lead
1. Welcome & introductions	Carole welcomed all in attendance to the 5 th meeting of the Group and noted the above apologies. Carole advised that Brenda (Chair) had planned to attend the meeting but had not been able to due to other important work commitments.	Noted
2. Notes of meeting on 26th February 2016	These were agreed as accurate.	Noted
3. Matters Arising		
3.1 Update from Sub-Group Meeting on 10th March 2016	<p>Carole advised that the following had attended the sub-group meeting: Carole McKenna, NIPEC (Chair); Maura McKenna, Regional Trade Union Co-ordinator; Ann Marie Ward, BHSCT; Helen McClurg, NHSCT; Barbara McDowell-Anderson, SET.</p> <p>The sub-group proposed an overarching title of Senior Nurse Out of Hours for the 3 roles which should be included in all documentation relevant to the roles and on the Career Specific Pathway web-site etc:</p> <p>The 3 titles for the roles under this overarching title include:</p> <ul style="list-style-type: none"> • Senior Nurse/Hospital at Night (individual Trusts’s title may be Clinical Nurse Co-ordinator/Practitioner) • Senior Nurse/Patient Flow (individual Trust titles may be Bed 	

	<p>Manager or Night Sister)</p> <ul style="list-style-type: none"> Senior Nurse/Hospital at Night & Patient Flow (individual Trust titles may be Patient Flow Co-ordinator, Senior Nurse/Duty Manager or Clinical Nurse Co-ordinator/Practitioner). <p>The sub-group members also focused on refining the following: Career Pathways, Job Descriptions and Competencies for the 3 roles. The sub-group discussed experience required for each role and suggested a minimum of 5 years (including 1 @ Band 6) in an acute adult setting should be included in the job specification for each.</p> <p>Carole agreed to revise the 3 draft career pathways and job descriptions and circulate to the T&F Group seeking feedback and comments prior to the next meeting.</p>	<p>Noted</p> <p>Carole/All</p>
<p>3.2. Career Pathways</p>	<p>Carole advised that following revisions from the Sub-Group meeting, she had circulated the revised 3 draft career pathways (Senior Nurse/H@N, Senior Nurse/Patient Flow and Senior Nurse/H@N & Patient Flow) to the Task and Finish Group members on 21st March 16, seeking final comments.</p> <p>It was agreed that Carole should add ‘ward sister/charge nurse and development of expertise in a specialist field or area’ as career opportunities to all 3 Career Pathways.</p> <p>Marion suggested the criteria for the roles should be less than a minimum of 5 years post-reg experience and should not include 1 year at Band 6. The other members in attendance felt the criteria were required due to the level of seniority and responsibility of these roles.</p> <p>It was agreed that the Group members would consult with their respective stakeholders re the criteria and Carole would liaise with the Regional HR representative on the Group to help inform the final job descriptions at the next meeting.</p>	<p>Carole</p> <p>All</p>
<p>3.3 Job Descriptions (core elements)</p> <p>3.4 Competence Assessment Tools</p>	<p>Carole advised that following revisions from the Sub-Group meeting, she had circulated revised job descriptions and competence assessment tools for 2 roles (Senior Nurse/H@N and Senior Nurse/Patient Flow) to the Task and Finish Group members on 21st March 16, seeking final comments.</p> <p>Anne Marie O’Neill recommended strengthening the wording in the job description for the Senior Nurse H@N role to reflect responsibility for managing the hospital.</p> <p>AnnMarie agreed to liaise with Group members to refine drafts and circulate to the Group for comments in advance of the next meeting.</p> <p>Helen agreed to liaise with Anne Marie, Mary and Patricia to refine drafts and circulate to the Group for comments in advance of the next meeting.</p>	<p>Noted</p> <p>AnnMarie/All</p> <p>Helen/All</p>



	Mary agreed to liaise with Barbara to refine drafts and circulate to the Group for comments in advance of the next meeting.	Mary/All
3.5 Feedback on Group Members' Consultation with Stakeholders	Group members reported that as agreed they continued to consult with their respective organisations' stakeholders, particularly their Workforce Leads, regarding the draft career pathways, job descriptions and competencies and would continue to do this to help inform and seek endorsement of the final career pathways, job descriptions and competencies.	Noted
5. Discussion and next steps	5.1 Draft Project Report Carole advised that she had sent a draft project report to Brenda for consideration. This report would be circulated to the Group following Brenda's revisions.	Carole/Brenda
6. AOB	Job Descriptions – Job Evaluation Maura to liaise with Job Evaluation/Management Leads for consistency checking eg Alison Butler in BHSCT following agreement of the final job description and competencies. KSF Post-Outline AnnMarie to review the BHSCT KSF Post Outline for the roles.	Maura AnnMarie
7. Next Meeting	Final meeting to be co-ordinated by Carole in April.	Carole