



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

### Task and Finish Group Meeting 21<sup>st</sup> April 2016

Meeting Room, 1, Admin Floor, Belfast City Hospital

3.00pm – 5.00pm

#### Present

Brenda Creaney, BHSCT (Chair)  
 Maura McKenna, Regional Trade Union  
 Annmarie Ward, BHSCT  
 Ruth Watson, SEHSCT  
 Patricia Ferguson, BHSCT  
 Helen McClurg, NHSCT  
 Patricia Loughan, SHSCT/  
 Ann Marie O’Neill, NHSCT  
 Rita Devlin RCN  
 Brenda Devine, NIPEC (OBO Carole McKenna)

#### Apologies

Carole McKenna, NIPEC  
 Barbara McDowell-Anderson, SEHSCT  
 Tracy Kennedy, BHSCT  
 Louise O’Neill, WHSCT  
 Raymond Gray, SEHSCT  
 Elizabeth Brownlees, NHSCT (HR)  
 Mary Burke, SHSCT  
 Raymond Jackson, WHSCT  
 Sheila Dawson, SEHSCT  
 Chris McCavana, SHSCT  
 Fiona Jess, UNISON  
 Kevin McAdam, UNITE  
 Iain Gough, SHSCT (HR)  
 Mark Gillespie, WHSCT  
 Marion Ritchie, UNISON

#### Action Note

Agenda Item	Action	Lead
<b>1. Welcome &amp; introductions</b>	Brenda (Chair) welcomed all in attendance to the 6 <sup>th</sup> meeting of the Group and noted the above apologies. Brenda advised that this was the last meeting of this group.	Noted
<b>2. Notes of meeting on 26<sup>th</sup> February 2016</b>	These were agreed as accurate.	Noted
<b>3. Matters Arising</b>		
<b>3.1 Update from Sub-Group Meeting on 10<sup>th</sup> March 2016</b>	<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"> <li>Senior Nurse/Hospital at Night (individual Trusts’s title may</li> </ul>	

	<p>be Clinical Nurse Co-ordinator/Practitioner)</p> <ul style="list-style-type: none"> <li>• Senior Nurse/Patient Flow (individual Trust titles may be Bed Manager or Night Sister)</li> <li>• Senior Nurse/Hospital at Night &amp; Patient Flow (individual Trust titles may be Patient Flow Co-ordinator, Senior Nurse/Duty Manager or Clinical Nurse Co-ordinator/Practitioner).</li> </ul> <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&amp;F Group seeking feedback and comments prior to the next meeting.</p>	<p>Noted</p> <p>Carole/All</p>
<p><b>3.2. Career Pathways</b></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 &amp; Patient Flow) to the Task and Finish Group members on 21<sup>st</sup> 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><b>3.3 Job Descriptions (core elements)</b></p> <p><b>3.4 Competence Assessment Tools</b></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 21<sup>st</sup> 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</p>	<p>Noted</p> <p>AnnMarie/All</p> <p>Helen/All</p>

	<p>refine drafts and circulate to the Group for comments in advance of the next meeting.</p> <p>Mary agreed to liaise with Barbara to refine drafts and circulate to the Group for comments in advance of the next meeting.</p>	Mary/All
<b>3.5 Feedback on Group Members' Consultation with Stakeholders</b>	<p>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.</p>	Noted
<b>5. Discussion and next steps</b>	<p><b>5.1 Draft Project Report</b></p> <p>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.</p>	Carole/Brenda
<b>6. AOB</b>	<p><b>Job Descriptions – Job Evaluation</b></p> <p>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.</p> <p><b>KSF Post-Outline</b></p> <p>AnnMarie to review the BHSCT KSF Post Outline for the roles.</p>	<p>Maura</p> <p>AnnMarie</p>
<b>7. Next Meeting</b>	<p>Final meeting to be co-ordinated by Carole in April.</p>	Carole