Recording Care: Evidencing Safe and Effective Care Steering Group Meeting



Wednesday 11th April 2018 14:00-16:00hrs NIPEC Offices, Belfast

ACTION NOTES OF MEETING

Present:	Nicki Patterson, Executive Director of Nursing (Chair), SEHSCT	NP
	Donna Keenan, Assistant Director of Nursing, WHSCT (teleconference)	DK
	Karen Devenney, Senior Nurse Manager, BHSCT, obo Irene Thompson	KD
	Margaret Marshall, Assistant Director of Nursing, SHSCT	MM
	Suzanne Pullins, Deputy Director of Nursing, NHSCT	SP
	Maurice Devine, Assistant Head, CEC	MD
	Linzi McIlroy, Senior Professional Development Officer, RCN	LMcI
	Angela Reed, Senior Professional Officer, NIPEC	AR

Apologies: Susan Carlisle, Nurse Lecturer, QUB

Heather Finlay, Nursing Officer, DoH Claire Büchner, CCIO Nursing, PHA

Linda Kelly, Assistant Director of Nursing, SEHSCT Irene Thompson, Co-Director of Nursing, BHSCT

Pat McGreevy, NIPEC Council Member

In Attendance: Linda Woods, Secretary, NIPEC

Agenda item	Action to be taken	Action by
1	Chair's remarks, Apologies	
	NP welcomed everyone to the meeting. Apologies noted as above. DK joined by teleconference and a round of introductions taken.	
	Notes of the last meeting 14 December 2017	
	Record addendum at point 2 Update from Mental Health Pathway – notes record "The core documentation and guidance to be signed off in January 2018" should now read April 2018.	
	Newsletter of celebration	
	Work on going not completed to date. AR to work with facilitators to produce communication. It was agreed that an attempt would be made to publish this communique in the first quarter of 17/18 year. AR raised the current staffing issue for the Recording care Project in NIPEC with the departure of the Professional Officer.	AR to work with facilitators to complete newsletter.
	Contact with RQIA	
	AR and Audrey Dowd met with 12 RQIA Inspectors to provide an awareness	

session and overview of the Recording care project and PACE on 7 March 2018. Inspectors were very engaged and the discussion was positive. Comments included PACE not used on all wards, some wards starting to implement and Emergency Departments recently reviewed had improved significantly on the previous inspection. Inspectors had requested that they be kept updated on PACE.

All other matters arising are taken under agenda items.

2 Working Group Report

SP referred to a Working Group Report that would be circulated to members following the meeting.

Discussion followed regarding:-



Report for steering group WG April 2018.c

Adult document

SP provided an overview of some of the recent challenges relating to the adult document review. Multiple rounds of testing and a significant process of review and change had already taken place – see review document attached – that had included regional groups for evidence base relating to risk assessments.



Timeline of the cons process 2017.

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NIPEC had secured funding to have the document designed by medical illustrations BHSCT on behalf of the five trusts – this was in process. Plan was that ADNs, WG members and facilitators would meet in mid-May to review the document produced by medical illustrations. A list of changes would be drawn up and circulated with the document for testing, raising awareness with staff in clinical settings of changes already identified. Following four weeks of testing the collective group would meet again to agree changes before final amendment end of June. AR to secure dates and venues for meeting.

SP also raised the issue of bed end charts and the fact that work was needed to standardise these. It was acknowledged that at this time there was no capacity in the system to take a project of this size on. NIPEC have been considering future funding and are awaiting an indication from the DoH to enable recruitment.

Mention was also made relating to the handover project currently chaired by L Kelly, SEHSCT. This project would now report to Steering Group – it had been agreed that the draft handover principles fit PACE framework providing a foundation from which to begin. CNMAC had been advised and were content.

Report on the Nursing Languages Symposium

AR provided a report on the Nursing Languages Symposium event held on 22

AR to circulate WG report following SG meeting (attached)

AR to organise dates and venues for meetings of WG, ADNs and facilitators. March 2018. The event was well attended with 59 participants in total. The report had been circulated to SG and AR noted a few points in relation to feedback:-

- 1. Check in 1- some participants confused regarding Encompass programme of work
- 2. Presenters included Nick Hardiker ICNP, Zac Whitewood-Moores SNOWMED and Helen Balsdon NNN. NP indicated that any EHCR had the potential to be task orientated, and thought had been triggered on the morning as to how person-centred record keeping is maintained, given the PACE project.
- 3. Qualities the morning had resulted in a helpful list of characteristics or qualities of a nursing language which had been described in the paper.

Members discussed the utility of the morning and agreed that the nursing and midwifery voice needed to be around the various forums being set up for Encompass. SG members wished to have time to consider the Report and to come back to AR within a two week period with any amendments or comments.

SG to review and any amendments back to AR by 26 April 18

4 Report of the PACE Workshop

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AR updated SG on the Report of the PACE Workshop held on 28 March 2018. Attendance was good with 58 participants which included CEC, Champions, Lead Nurses, Ward Sisters and Charge Nurses, Trust Facilitators and CNO Prof Charlotte McArdle, Angela McLernon, CE NIPEC and Nicki Patterson and Eileen McEneaney Directors of Nursing. Stories of success, barriers and issues of concern were discussed. Panel sessions were held and then a number of check-in sessions for reflection and recording thoughts on the tablemats provided. There was a significant discussion around bank and agency staff - AR to make it a separate item of concern in the final report.

Discussion held with regard to person-centred care and it was agreed that AR would meet with workforce leads re. Facilitators and Bank and Agency staff.

Discussion took place regarding information on NIPEC website, Future Nurse and managing PACE wards and non-PACE wards for students in different clinical settings.

The amended Report inclusive of recommendations was to go out for comment before the CNO Business Meeting and copied to Directors of Nursing

AR to amend Workshop Report re: bank and agency staff

AR to meet with Workforce Leads re Facilitators and Bank and Agency staff

AR to circulate for SG comment. To be then sent to CNO Business Meeting. Copied to Directors of Nursing

Shared Learning from Improvement and HSC Trust Record Keeping Scores

AR reported on the HSC Trust Record Keeping Scores indicating 80 ward took part and there had been an improvement in three out of the four areas identified in the last quarter of 2017/18. Four areas for improvement were identified and agreed - AR to draw up quarterly quality focus for first quarter 18/19 and circulate to SG for onward distribution.

AR raised a conversation had with CNO recently where the number of records were discussed – IHI methodology has evidenced that 10 records is

AR to put audit

	the optimum sample size. AR recognised the Recording Care Project when it had provided similar results as 10. AR request of this theory through the summer month Group and recommendations brought back	d been evidenced that 5 records ed that members consider a re-test s. To be agreed further at Working	test numbers on WG Agenda for recommendations back to SG
6	Encompass Update		
	NP gave a report on the reconstitute meeting in April 2018. It has been ag development workshops which had take and tabled framework was in draft format time once agreed.		
	NP outlined a number of the groups w would be critical.	here nursing and midwifery input	
	There would be an Executive Assurance Board inclusive of work stream chairs Planning, HR and Mary Hinds.		
	Timeline – outline business case 1.7 words outcome. Some recruitment was underward		
	NP indicated the importance of knowing engagement with them on behalf of nursing		
7 HSC Trust Record Keeping Projects			
	No reports at present, outside of existing v		
8	Next Steps		
	Actions as per table below.		
9	Any Other Business		
	Evaluation of PACE Implementation		
	AR reported that SG were still awaiting funding.	AR to draft letter	
	NP informed the meeting that Kathy Fod was agreed that AR would draft a letter Chief Executive, and RQIA for representati	on behalf of NP to Olive McLeod,	O McLeod for RQIA representation
	MD asked about terminology in relation Chair of the Review of Abbreviations Pro Project and indicated a further meeting ha		
10	Date and time of next meetings:		
	13 June 2018 at 2.30pm Department of Health, Castle Buildings, Stormont		
	20 th September 2018 at 10.00-12.00p (Please note rearranged date and time)	om NIPEC Offices Belfast	
	5 th December 2018, at 2.00pm-4.00pm NI		
Action	<u> </u>	Comment	Completed/On- going

AR to work with facilitators to complete newsletter to be circulated first quarter.		On-going
AR to organise dates and venues for meetings of WG, ADNs and facilitators.		Completed
SG to review Nursing Languages Symposium Report and any amendments back to AR by 26 April 18	Papers sent for review 12/04/18	Completed
AR to amend Workshop Report re: bank and agency staff		Completed
SG to review PACE workshop Report and any amendments back to AR by 26 April 18	Papers sent for review 12/04/18	Completed
To be then sent to CNO Business Meeting. Copied to Directors of Nursing		
AR to meet with Workforce Leads re Facilitators and Bank and Agency staff	Email sent 22/05/18 to arrange meeting	On-going
AR to put audit test numbers on WG Agenda for recommendations back to SG		Completed
AR to draft letter O McLeod for RQIA representation	Contact made by RQIA with AR – NP in discussion.	On-going