

**Recording Care: Evidencing Safe and Effective Care  
Steering Group Meeting**



Wednesday 11<sup>th</sup> 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	<p><b>Chair’s remarks, Apologies</b></p> <p>NP welcomed everyone to the meeting. Apologies noted as above. DK joined by teleconference and a round of introductions taken.</p> <p><u>Notes of the last meeting 14 December 2017</u></p> <p>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.</p> <p><u>Newsletter of celebration</u></p> <p>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.</p> <p><u>Contact with RQIA</u></p> <p>AR and Audrey Dowd met with 12 RQIA Inspectors to provide an awareness</p>	<p><b>AR to work with facilitators to complete newsletter.</b></p>



	<p>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:-</p> <ol style="list-style-type: none"> <li>1. Check in 1 – some participants confused regarding Encompass programme of work</li> <li>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.</li> <li>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.</li> </ol> <p>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.</p>	<p><b>SG to review and any amendments back to AR by 26 April 18</b></p>
<p><b>4</b></p>	<p><b>Report of the PACE Workshop</b></p> <p>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 McEaney 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.</p> <p>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.</p> <p>Discussion took place regarding information on NIPEC website, Future Nurse and managing PACE wards and non-PACE wards for students in different clinical settings.</p> <p>The amended Report inclusive of recommendations was to go out for comment before the CNO Business Meeting and copied to Directors of Nursing</p>	<p><b>AR to amend Workshop Report re: bank and agency staff</b></p> <p><b>AR to meet with Workforce Leads re Facilitators and Bank and Agency staff</b></p> <p><b>AR to circulate for SG comment. To be then sent to CNO Business Meeting. Copied to Directors of Nursing</b></p>
<p><b>5</b></p>	<p><b>Shared Learning from Improvement and HSC Trust Record Keeping Scores</b></p> <p>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.</p> <p>AR raised a conversation had with CNO recently where the number of records were discussed – IHI methodology has evidenced that 10 records is</p>	<p><b>AR to put audit</b></p>

	<p>the optimum sample size. AR recognised that this had been tested before in the Recording Care Project when it had been evidenced that 5 records provided similar results as 10. AR requested that members consider a re-test of this theory through the summer months. To be agreed further at Working Group and recommendations brought back to SG.</p>	<p><b>test numbers on WG Agenda for recommendations back to SG</b></p>
<b>6</b>	<p><b>Encompass Update</b></p> <p>NP gave a report on the reconstituted Encompass Programme Board meeting in April 2018. It has been agreed to hold 3 regional scenario development workshops which had taken place. The programme of work and tabled framework was in draft format and would be circulated at a later time once agreed.</p> <p>NP outlined a number of the groups where nursing and midwifery input would be critical.</p> <p>There would be an Executive Assurance Group to report to Programme Board inclusive of work stream chairs, professional leads, Director of Planning, HR and Mary Hinds.</p> <p>Timeline – outline business case 1.7 was with DoH / DoF and awaiting outcome. Some recruitment was underway for functional posts.</p> <p>NP indicated the importance of knowing who the Trust Leads were and engagement with them on behalf of nursing and midwifery.</p>	
<b>7</b>	<p><b>HSC Trust Record Keeping Projects</b></p> <p>No reports at present, outside of existing work for Recording Care.</p>	
<b>8</b>	<p><b>Next Steps</b></p> <p>Actions as per table below.</p>	
<b>9</b>	<p><b>Any Other Business</b></p> <p>Evaluation of PACE Implementation</p> <p>AR reported that SG were still awaiting confirmation from R&amp;D office of funding.</p> <p>NP informed the meeting that Kathy Fodey had been seconded to PHA. It was agreed that AR would draft a letter on behalf of NP to Olive McLeod, Chief Executive, and RQIA for representation.</p> <p>MD asked about terminology in relation to the Abbreviation Review. NP is Chair of the Review of Abbreviations Project and gave background to the Project and indicated a further meeting had been arranged.</p>	<p><b>AR to draft letter O McLeod for RQIA representation</b></p>
<b>10</b>	<p><b>Date and time of next meetings:</b></p> <p>13 June 2018 at 2.30pm Department of Health, Castle Buildings, Stormont</p> <p><b>20<sup>th</sup> September 2018 at 10.00-12.00pm NIPEC Offices Belfast</b> <i>(Please note rearranged date and time)</i></p> <p>5<sup>th</sup> December 2018, at 2.00pm-4.00pm NIPEC Offices Belfast</p>	
<b>Action</b>	<b>Comment</b>	<b>Completed/On-going</b>

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