

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



Thursday 20th December 2018 10:00-11:40hrs
Chestnut Suite, Lagan Valley Island Centre Lisburn

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, (teleconference) KD
Heather Finlay, Nursing Officer, DoH (teleconference) HF
Susan Carlisle, Nurse Lecturer, QUB SC
Claire Büchner, RCIO Nursing, PHA (teleconference) CB
Linzi McIlroy, Senior Professional Development Officer, RCN LMCI
Suzanne Pullins, Deputy Director of Nursing, NHSCT SP
Breige Quinn, Assistant Director of Nursing, PHA BQ
Angela Reed, Senior Professional Officer, NIPEC AR

Apologies: Linda Kelly, SEHSCT
Margaret Marshall, SHSCT
Theresa Nixon, RQIA
Maurice Devine, CEC

In Attendance: Linda Woods, Secretary, NIPEC

Agenda item	Action to be taken	Action by
1	<p>Chair’s remarks, Apologies</p> <p>NP welcomed everyone to the meeting. Introductions held for the participants by teleconference. Apologies noted as above. NP to raise professional membership representing RQIA with Olive MacLeod.</p> <p>Draft Action Notes of 20 September 2018 were agreed as an accurate record.</p> <p><i>Matters Arising</i></p> <p>Newsletter had been produced and circulated across all HSC Trusts. Discussion took place regarding the positive feedback received and NP thanked everyone for their interesting input.</p> <p>All other matters arising taken on the Agenda.</p>	<p>NP to contact O MacLeod re RQIA membership</p>
2	<p>Update from Mental Health Pathway</p> <p>Breige Quinn attended the meeting to update the SG on the You in Mind (YiM) mental health pathway. Breige presented a background on the pathway to date and overview of progress. The regional documentation included a core assessment module that related to all settings and a further suite of documents that could be added depending on the needs of the</p>	

	<p>client. BQ reported that the PACE approach to care planning had been agreed from a multi-professional perspective for the region. In relation to the electronic version of the documents, BQ reported that it had been considered as to whether or not the programme of work should await the Encompass system development – it was agreed to progress with the individual HSC Trust IT systems, recognising that every Trust had a different system or different versions of the same system – which were not interoperable. BQ provided a reflection on work that a small number of nurses had taken forward in one HSC Trust to manage the development of the PARIS system to make it appropriate for MH settings in their organisation. It was agreed that this was a good example of how nursing was crucial to decisions about development for digital systems.</p> <p>AR offered Breige support from the new NIPEC member of staff, and offered an invitation to any of the MH Group to attend a workshop at the end of January 2019 relating to PACE and the roll out in the region, to enable consistency of approaches and transfer of learning so far.</p> <p>Members requested an overview of the work from BQ and membership of the groups from a nursing perspective. BQ to send AR an updated Gantt chart with nursing representative members and Draft document. AR to circulate these to Steering Group.</p>	<p>BQ to send Gantt chart and draft document to AR for circulation to SG</p>
<p>3</p>	<p>Transformation Work Streams – Update</p> <p>AR updated members on the Transformation work streams. An 8A had recently been appointed for the Transforming Nursing and Midwifery data project. Other posts were being appointed across HSC trusts, with further investment hoped for April 2019.</p> <p>AR noted that the individuals in the funded roles had not gathered collectively as yet but should be in a position to do so in the New Year.</p> <p>Finally AR drew the attention of members to the arrangements for governance relating to this project – namely that the Steering group would oversee the project achievements, via a separate Project Plan (tabled at the meeting) and objectives document (also tabled at the meeting).</p> <p>Members to return comments to AR by 18th January 2019.</p>	<p>Members to return comments in relation to PID for TNMD project to AR by 18th January 2019.</p>
<p>4</p>	<p>Working Group Report</p> <p>SP delivered the Working Group Report.</p> <p><u>Adult document</u></p> <p>Discussion was being taken forward at the PACE facilitators group as to the numbers of old stock in each trust and potential requirement for an 'old style' of care planning booklet to be designed and printed, given the rolling implementation programme for PACE. Impact assessment was being scoped by identifying the numbers of wards who were:</p> <ol style="list-style-type: none"> 1. Hand writing care plans 2. Hand writing and using core care plans 3. Using core care plans entirely. <p>The intention under the transformation funding was to use the facilitators in each trust to begin awareness raising Feb/Mar with go live April 2019 – in</p>	

every applicable ward. Small scale testing had been discussed in discrete facilities where there was no movement of patients around wards.

Resources were being developed for NIPEC's website to ensure consistency.

Procurement

A new order had just been placed for 12 weeks supply of the old document. BSO had advised that a new tendering process is not required – the contract could be awarded within the 'on contract' printers list, through internal processes which would take approximately 1 – 2 weeks. Some costings were being explored in terms of reduction through four – five Trusts procuring centrally (SEHSCT will be digital into 2019 and therefore requirement will be reduced).

NIPEC was also exploring the printing of some documents for resource purposes for awareness sessions.

Care Planning

Reports from HSC Trusts – the PACE Gantt chart had been recently revised – tabled at the meeting. A total of 82 wards would have completed by year end 2018. Further estimation was being reserved given the imminent implementation of PACE transformation funding.

Reported pressures continue to be movement of staff, sickness absence, and leadership of ward sisters and Charge Nurses. Many of the facilitators were finding they needed to continue to revisit wards to maintain standards of practice, long after implementation was complete. Scale and spread class was being explored.

Newsletter issued in October asking staff not to implement in areas if the rest of the team had not been trained. PACE meeting 19th December and arrangements made for consistency workshop day for facilitators.

ED Document

SEHSCT – not fully implemented

SHSCT – Daisy Hill using document and PACE, Craigavon currently being implemented

BHSCT – fully integrated to RVH

WHSCT – Altnagelvin fully implemented. Practice Educators held some workshops to help. South West live on 1 Oct 18.

SP to speak with PACE facilitators NHSCT re ED

NOAT

BHSCT were currently working on a system that would enable NIPEC to stand the old NOAT down. Trusts using the system were aware that if the tool required any work to keep it live it would be taken down.

Learning Disabilities

Lack of capacity in NIPEC had paused opportunity to further progress work – there had been a stated need to review the signed off document from March 2018 due to change of leadership in LD nursing across the system. This

AR to send Susan Carlisle the date of the Workshop in January 2019

SP to speak with PACE facilitators at NHSCT re ED

	<p>would be a matter of priority for new staff starting in NIPEC in the New Year. A short discussion took place in relation to the urgency of the work following recent events in the Muckamore Abbey site – members agreed that until new staff came into post it was not possible to move forward with this work, however it would be a future matter of urgency at an appropriate time.</p> <p><u>Children’s care settings</u></p> <p>PACE facilitator group for children’s care settings had been set up to review the children’s record for short stay settings – in the interest of keeping documents regional. NIPEC was supporting this work. Policy and procedures manual for children’s also needed – this group would review.</p> <p><u>Short stay document</u></p> <p>AR reported that a new work stream had commenced to develop a short stay nursing assessment and plan of care document. A workshop held 17th December had identified a need to potentially consider two types of documents – one of which could also be helpful to new transformation projects relating to ambulatory care. The SG approved the process of engagement and production outlined by AR.</p>	
5	<p>Shared Learning from Improvement and HSC Trust Record Keeping Scores</p> <p>AR circulated the updated Improvement Scores mentioning that Name and Job Title are still not fully completed as well as GP not recording and Infection Prevention Control. These are to be focussed on. It was acknowledged that when project support came into NIPEC in January 2019, there would be a potential for providing run charts from the annual scores reported quarterly.</p>	
6	<p>Encompass Update</p> <p>NP provided update on the Encompass Project to date. NP was continuing to provide EDoN colleagues with information relating to the work. The intention was to endeavour to ensure appropriate nursing and midwifery representation across the region.</p> <p>In relation to the evaluation week, it was acknowledged that the breakdown of numbers attending the week demonstrated good engagement and enthusiasm from the nursing and midwifery professions.</p> <p>In terms of the clinically focussed work streams, there appeared to be a concentration of nurses and midwives in the clinical pathways, however the population health stream and patient portal had sparse representation from the professions.</p> <p>CB provided an overview of her involvement which had included the provision of an issues log from comments received across the region – including those provided by AR, and representation on two sets of visits to sites in the UK currently using the two final providers. NP requested that CB collate a short overview of her input and reflections on the site visits for circulation to the SG membership. CB agreed to take this forward.</p>	<p>CB to provide short summary of learning from site visits for circulation to SG members.</p>
7	<p>HSC Trust Record Keeping Projects</p>	

	Covered under the working group report – considered within the ambulatory care discussion relating to the short stay documentation.	
8	Next Steps Actions noted below.	
9	Any Other Business AR updated members by advising that the R&D Office had returned a successful bid for the Evaluation Strategy with QUB and Ulster collectively. Prof. Tanya McCance Ulster lead and Dr Kevin Gormley, QUB lead. District Nursing Records will be kept as an Agenda Item for the next meeting, as LK was not in attendance. NP commented that the next meeting will be held on 4 April 2019 and asked that full membership of Steering Group attend as there will be important discussion regarding remit of the SG and Encompass. NP to meet with AR before the next meeting.	AR to meet with NP before 4 April 2019
10	Date and time of next meetings: 4 April 2019, at 10.00am-12.00pm NIPEC Offices, Belfast.	
Action	Comment	Completed/On-going
NP to contact O MacLeod re RQIA membership		Ongoing
BQ to send Gantt chart and draft document to AR for circulation to SG		Completed
Members to return comments in relation to PID for TNMD project to AR by 18th January 2019.		Completed
AR to send Susan Carlisle the date of the Workshop in January 2019		Completed
SP to speak with PACE facilitators at NHSCT re ED		Completed
CB to provide short summary of learning from site visits for circulation to SG members.		Completed
AR to meet with NP before 4 April 2019		Completed