

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



Wednesday 13th June 2018 14:30-16:30hrs

Castle Buildings, Stormont, 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
 Claire Büchner, RCIO Nursing, PHA CB
 Catriona Curry, Nursing Lecturer, QUB (OBO Susan Carlisle) CC
 Linda Kelly, Assistant Director of Nursing, SEHSCT LK
 Linzi McIlroy, Senior Professional Development Officer, RCN LMCI
 Angela Reed, Senior Professional Officer, NIPEC AR

Apologies: Margaret Marshall, Assistant Director of Nursing, SHSCT
 Susan Carlisle, Nurse Lecturer, QUB
 Heather Finlay, Nursing Officer, DoH
 Suzanne Pullins, Deputy Director of Nursing, NHSCT
 Maurice Devine, Assistant Head, CEC
 Irene Thompson, Co-Director of Nursing, BHSCT

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 and a round of introductions were taken. Apologies noted as above. DK joined by teleconference.</p> <p><u>Notes of the last meeting 11th April 2018</u></p> <p>Notes of the last meeting were agreed as accurate.</p> <p>Matters Arising:</p> <p><u>Newsletter of celebration</u></p> <p>AR reported that due to the current volume of work in NIPEC and staffing issues the newsletter had not been completed. This activity had been discussed at WG and it was agreed that each trust would prepare a short paragraph with photos to put together a communication.</p> <p><u>Contact with ADNs Workforce</u></p> <p>AR updated colleagues. The recommendations from the PACE workshop had almost been fully completed with this activity being one of the few left to finish. Meeting arranged for 19th June to meet with ADNs workforce in order</p>	<p>AR to work with WG to complete newsletter.</p>

	<p>to update regarding the PACE programme of work and provide opportunity to discuss liaison with bank and agency colleagues to ensure consistency for wards endeavouring to implement PACE with a number of temporary staff.</p> <p><u>RQIA Membership</u></p> <p>Chair provided an update related to the membership of the SG on behalf of RQIA. During a recent meeting with the CE of RQIA, NP had raised the professional membership of a range of regional groups. Olive MacLeod had advised that she would be soon appointing professional leads within the organisation and that individual would then be fielded to a range of meetings to represent the organisation.</p> <p>All other matters arising are taken under agenda items.</p>	
2	<p>Working Group Report</p> <p>LK referred to a Working Group Report that would be circulated to members following the meeting.</p> <p></p> <p>WG report for SG 130618.docx</p> <p>Discussion followed regarding:-</p> <p><u>Adult document</u></p> <p>The issue of stock ordering for the adult document was discussed. The WHSCT has responsibility for ordering stock levels for 4 out of the five HCS Trusts. Stock levels are currently low and implementation times for the new document needed to be understood to make a determination on the numbers required for the future. Following a brief discussion about mechanisms for ordering, NP asked members to discuss this issue further at WG and make a recommendation for SG to approve.</p> <p>NP confirmed that correspondence from Karen Murray NIPEC in relation to the abbreviations work had been received by LK and SP – AR confirmed the adult document had been screened and principles used in production of the latest version.</p> <p><u>PACE</u></p> <p>Total numbers of clinical areas were reported on relating to the PACE Implementation. NP asked that this be matched to the total implementation plan described earlier in 2018 for the next meeting. Update provided for BHSCT who had not been available for the WG meeting.</p> <p><u>Children’s Care settings</u></p> <p>MB had now taken up her role within SEHSCT. It was agreed that in the absence of a central resource within NIPEC MB should set up a children’s PACE facilitators group and consider the development of a day case document for children’s environments. It was also agreed that when NIPEC filled currently vacancies the support for this group would return to the central organisation and in the interim strong governance arrangements should be established.</p>	<p>WG to determine implementation implications for printing new document and old.</p> <p>Implementation Plan to be reviewed for PACE at next SG meeting.</p> <p>AR to liaise with MB in relation the children’s PACE facilitators group.</p> <p>AR to speak to FC NIPEC in relation to LD Forum and</p>

	<p><u>Learning Disabilities</u> At the WG an update had been attempted, however information had been difficult to access in terms of implementation of the document. NP suggested that the LD forum managed collaboratively with the RCN could be a good place to raise this activity for an update. AR to speak to Frances Cannon, NIPEC.</p> <p><u>SQE</u> Members were pleased to hear of the success of the recent SQE project. Critical to the success of the project was recording care at the bedside – further progress would be reported at a quality day event in November 2018.</p> <p><u>NOAT</u> AR provided an update regarding a discussion at WG on NOAT and the use of the tool in HSCT Trusts. Currently only one Trust are using the tool substantively. NIPEC are considering the way forward following the retirement of the individual who has the Service Level Agreement for maintain the tool. Opportunities with other organisations and BSO ITS have been explored in terms of taking over maintenance, however to date there has been no success. Agreement for BHSCT to explore opportunities to use some of their own systems with the regionally agreed audit indicators.</p>	<p>document update.</p> <p>BHSCT to explore opportunities to use some of their own systems with the regionally agreed audit indicators</p>
3	<p>Shared Learning from Improvement and HSC Trust Record Keeping Scores</p> <p>AR reported that not all HSC Trusts had provided scores back to NIPEC for this quarter. Members to send scores ASAP to enable the completion of the QQF. AR mandated to choose the 3 – 4 indicators that are continuing to score low on the audits across 3 – 4 trusts.</p>	<p>BHSCT and NHSCT to send scores to AR. AR to complete QQF and send out.</p>
4	<p>Encompass Update</p> <p>NP reported that the programme board meeting for June 2018 had been cancelled, therefore there was little further to report from the last SG meeting. CB provided an update in relation to the approval of the Outline Business Case and appointment of technical staff for the programme of work. AR also added that a number of people would be updating CNMAC at the end of the month in relation to information standards, Encompass and Nursing languages.</p>	
5	<p>HSC Trust Record Keeping Projects</p> <p>LK provided an update on the EDAMs programme of work in SEHSCT. Using the previous version of the adult document, the electronic assessment had been rolled out to medicine, care of the older person, Downe and Lagan Valley sites fully and hopefully moving to children’s services. The digital solution had been well received so far and was working well.</p> <p>No other projects reported.</p>	

6	<p>Next Steps</p> <p>Actions as per table below.</p>	
7	<p>Any Other Business</p> <p>AR provided an update in relation to funds that had been approved via transformation bids to the DoH. Executive Directors of Nursing had been contacted by the CE NIPEC and informed of the funding which was going to be devolved down to the organisations for implementation of the PACE programme of work.</p> <p>In the first instance the funding was for 6 months for one WTE of band 7 facilitator across each of the trusts, BHSCT receiving two due to the size of the organisation.</p> <p>A Memorandum of Understanding would be required with the trusts and NIPEC - AR would be working this to agreement with the ADNs over the summer months. Central NIPEC posts would be recruited to over the summer months and colleagues were asked for their assistance with panels being constituted within NIPEC. Colleagues agreed support for this approach.</p> <p>Two issues were raised in relation to Children's areas:</p> <p>Use of the adult document with 14 – 18 year olds in adult wards. Debate was taken forward on this issue. Members agreed that there was a dilemma in that adult nurses were not trained in the use of the children's risk assessments and that often the adult assessment was more appropriate however, it was acknowledged that other documents such as PEWS and fluid balance charts were being used from the children's departments.</p> <p>NP asked members to discuss with the Trust groups set up to manage improvement following the Hyponatraemia Inquiry – in particular the potential to include outreach teams in the assessment of young people in adult wards.</p> <p>In relation to PACE, in children's areas there was currently no regional agreement for the use of a nursing procedures manual. NHSCT were currently using a children's nursing procedures manual from great Ormond Street. Members agreed that this issue should be explored through the newly constituted PACE Children's Facilitators meeting to report back to SG.</p>	<p>AR and ADNs to work on MOU and recruitment.</p> <p>Members to raise use of assessment children's document in adult wards with HSCT IHRD groups for clarity.</p> <p>Regional PACE Facilitator group for children's settings to explore use of procedures manual and report back to SG</p>
8	<p>Date and time of next meetings:</p> <p>20th September 2018 at 10.00-12.00pm NIPEC Offices Belfast <i>(Please note rearranged date and time)</i></p> <p>5th December 2018, at 2.00pm-4.00pm NIPEC Offices Belfast</p>	
Action	Comment	Completed/On-going
AR to work with WG to complete newsletter.		Completed
WG to determine implementation implications for printing new document and old.		On-going
Implementation Plan to be reviewed for PACE at next		On-going

SG meeting.		
AR to liaise with MB in relation the children's PACE facilitators group.		Completed
AR to speak to FC NIPEC in relation to LD Forum and document update		Completed
BHSCT and NHSCT to send scores to AR.		Completed
AR to complete QQF and send out.		Completed
AR and ADNs to work on MOU and recruitment.		On-going
Members to raise use of assessment children's document in adult wards with HSCT IHRD groups for clarity.		Completed
Regional PACE Facilitator group for children's settings to explore use of procedures manual and report back to SG		On-going