

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



Monday 20th March 2017 10:00-12:00 hrs

NIPEC Meeting Room

ACTION NOTES OF MEETING

Present: Alan Corry-Finn, Executive Director of Nursing (Chair), WHSCT ACF
 Claire Buchner, Regional Nurse Consultant, PHA CB
 Linzi McIlroy, Senior Professional Development Officer , RCN LMCI
 Suzanne Pullins, Deputy Director of Nursing, NHSCT, (teleconference) SP
 Anne Witherow, Assistant Director of Nursing, WHSCT AW
 Angela Reed, Senior Professional Officer, NIPEC AR

Apologies: Deborah Oktar-Campbell, NIPEC Council Member
 Fiona Wright, Assistant Director of Nursing, SHSCT
 Maurice Devine, Assistant Head, CEC
 Susan Carlisle, Nurse Lecturer, QUB
 Heather Finlay, Nursing Officer, DoH
 Karen Devenney, BHSCT
 Kathy Fodey, Dir Regulation and Nursing, RQIA

Agenda item	Action to be taken	Action by
1	<p>Chair’s remarks, welcome and apologies</p> <p>ACF welcomed members to the meeting. Apologies were noted as above.</p>	
	<p>Notes of the last meeting 16th December 2016</p> <p>Notes of 16th December 2016 were agreed as an accurate record.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Sign off of Phase 3 Plan <p>ACF updated members on the discussion at a recent CNO meeting in relation to Phase 3 project plan which had been agreed unanimously.</p> <p>All matters arising taken later on the Agenda.</p>	
2	<p>Working Group Strand 1 Report</p> <p>AW provided the update for WG S1 as chair of the group.</p> <p>The working group had met once since the last steering group and that agenda had been given over to the spread plan for PACE. AW also provided an update in relation to other work streams.</p> <p>Care Planning:</p> <ul style="list-style-type: none"> • <i>Spread plan</i> <p>A draft document had been circulated to the members of the proposed</p>	

spread plan for comment. Current trust positions in terms of the implementation of PACE: one trust – zero wards – not at spread stage, two trusts-3 wards – both trusts have begun to recruit wards, two trusts- More than 3 wards – spread slower in one trust , other rapid spread.

- *Champions meeting*

Held earlier in the month with representatives from the 4 trusts using PACE.

Key points:

- Sustainability
- Disengagement of staff
- Training needs in NOAT
- Future meetings

Trust facilitators agreed that the central resource of the professional officer in NIPEC was a helpful one – discussion ensued in relation to the opportunity for NIPEC to fund the extension of this role into the coming financial year with current financial uncertainty.

Mental Health

A shortened record has been amended following second episode of testing across the region led by the PHA and HSCB.

A meeting had been scheduled for the next month for final agreement. Trust PARIS were 'reps' to attend to demonstrate how the record would work on this system. Timeframe for implementation on PARIS TBC.

Learning Disabilities

- *Assessment record*

A final draft had agreed – AR provided copies with an explanation of the challenges of describing a document for what could be potentially a long term nursing care process. Discharge checklist would be added and care planning discussed and agreed following sign off of the assessment document. Document for sign off by SG – to be administrated with explanation to AND group for review April meeting. Further work included mapping in two trusts for 2 community settings and one in-patient electronic system – PARIS to be updated.

- *Care planning*

2 inpatient settings were currently using PACE principles, and would continue with that format. Remaining care settings had agreed to apply the principles to care planning, format to be agreed. Careful consideration would be given to the final format of these records.

ED Document

A Final draft of the A3 record had been tested and agreed by the ERG. Triggers had been significantly 'tightened'. Implementation process was to be agreed by ERG following sign off of record by SG. Recording of the nursing contribution on ED flimsy would incorporated into the implementation process. Also to be taken to the ADN meeting in April for approval and then circulation to SG members following that for sign off.

Revision of NOAT and NIPEC website

AW to take LD record to ADN meeting and then for onward circulation to SG members for sign off.

AW to take ED record to ADN meeting and then for onward circulation to SG members for sign off.

	<ul style="list-style-type: none"> • <i>Short NOAT</i> Used to report by exception section 1 and 2, where indicators were achieving under 95% compliance. Professional Officer was currently developing explanatory for the tool. • <i>NOAT</i> Testing of revised version in final stages. Training would be required in the use of the tool. • <i>NIPEC website revision</i> Due to complete end of March. <p>Adult Document All HSC trusts had returned feedback in the adult document which was currently being collated. Early consensus indicated that further consultation would be welcomed and review of the document.</p> <p>Children's Document Review completed – to be sent to AW for regional procurement.</p>	
3	<p>Shared Learning from Improvement and HSC Trust Record Keeping Scores</p> <p>Few trust members were in attendance at the meeting therefore a brief report of advances with the PACE framework was offered by NHSCT.</p> <p>A report was tabled by AR in relation to the HSCT Trust record keeping scores. Three areas for improvement were selected:</p> <ul style="list-style-type: none"> • Signed at each entry – regional score compliance 79.5% • Name and job title printed alongside the first entry to the record - regional score compliance 82% • Falls risk assessment - regional score compliance 59.6% <p>AR to draw up a communication to be circulated to relevant staff in HSC trusts.</p>	<p>AR to communicate with HSC Trusts on focus of improvement for next quarter.</p>
4	<p>EHCR update</p> <p>CB provided overview of current work. The Outline Business Case (OBC) was in the process of being finalised and had gone out to Trust Senior Management Teams for comment. Initial feedback was positive, however there were concerns in relation to funding for the project long term. A short discussion took place in relation to the funding pressures across the HSC system currently and the implications of such a large scale project. Timeframes for approval of OBC may have to change due to the present political impasse. In the interim it was planned to develop procurement documents – at which point SG for recording Care would be asked to consult as an expert professional group. An external company had been engaged to complete this work on behalf of HSCB/ BSO. CB agreed to feedback some timelines to SG members of the future planned processes when available.</p>	<p>CB to forward timeframes for outline production of procurement documents and input from SG</p>
5	<p>HSC Trust Record Keeping Projects</p> <p>No other projects reported.</p>	
6	<p>AOB</p>	

	<p>PACE Evaluation</p> <p>AR updated members on recent contact with CNO and university colleagues who wish to assist with the evaluation of PACE. AW had been in attendance at the last meeting. A meeting with Prof Ian Young, R&D Office was in the process of being set up currently. ACF raised the potential engagement with staff in joint appointments – e.g. Dr V Coates, WHSCT. To be considered following meeting with Prof Young.</p> <p>Chairmanship</p> <p>ACF thanked members for their commitment during his 9 years chairmanship of the project. AR paid tribute to his dedication, enthusiasm, commitment and courage to have conversations with senior nurses and midwives which had been at times challenging – particularly in relation to the on-going difficulty of funding for the work.</p> <p>ACF advised that Nicki Patterson, EDoN SEHSCT would be taking over a Chair of the SG – AW and AR to update in advance of the next SG meeting.</p> <p>AR to set up meeting in advance of next SG meeting with AW to update NP.</p> <p>AR also advise that FW, although absent on leave was retiring from the project at the end of march 2017. ACF thank Fiona for all her hard work in the SHSCT over the last 9 year and wished her a long and happy retirement.</p> <p>AR/ACF to write to FW to record thanks.</p>	<p>To consider engagement with joint appointment colleagues following meeting.</p> <p>AR to organise meeting with NP and AW</p> <p>AR/ ACF to write to FW to record thanks</p>
8	<p>Date and time of next meetings:</p> <p>To be arranged based on the availability of NP.</p>	
Action	Comment	Completed/On-going
AW to take record to ADN meeting and then for onward circulation to SG members for sign off.		On-going
AW to take ED record to ADN meeting and then for onward circulation to SG members for sign off.		On-going
AR to communicate with HSC Trusts on focus of improvement for next quarter.		Completed
CB to forward timeframes for outline production of procurement documents and input from SG		On-going
To consider engagement with joint appointment colleagues following meeting.		On-going
AR to organise meeting with NP and AW		Completed
AR/ ACF to write to FW to record thanks		Completed