

## ***Recording Care*** **Working Group Meeting**

**NIPEC Offices, Belfast**  
**Wednesday 24<sup>th</sup> October 2018, 9:00 – 10:40hrs**

Attendance:

Linda Kelly	Assistant Director Nursing (Chairing)	SEHSCT	<b>LK</b>
Jane Patterson	Patient Safety Officer	SEHSCT	<b>JP</b>
Dawn Mackin	Nursing Governance Co-ordinator	SHSCT	<b>LC</b>
Penny Moore	Lead Nurse, Governance, (by teleconference)	WHSCT	<b>PM</b>
Mary McCullagh	Acting Assistant Nursing Service Manager for Surgery and Anaesthetics (by teleconference)	WHSCT	<b>MM</b>
Lynn Wightman	Lead Nurse, Safety & Quality	BHSCT	<b>LW</b>
Angela Reed	Senior Professional Officer	NIPEC	<b>AR</b>

Apologies:

Suzanne Pullins	Assistant Director Nursing	NHSCT
Liz Campbell	Safe & Effective Care Manager	SEHSCT
Susan Carlisle	Nurse Lecturer	QUB

Note Taker	Linda Woods, Secretary	NIPEC	<b>LW</b>
------------	------------------------	-------	-----------

Agenda Item	Notes	Action
<b>1</b>	<b>Welcome and apologies</b> LK welcomed everyone to the meeting. Apologies taken as above. Round of introductions provided for those on the teleconference	
<b>2</b>	<b>Notes of the previous meeting</b> Action Notes of 16 August 2018 were agreed as an accurate record of the meeting. To add Mary McCullagh, Acting Assistant Nursing Service Manager for Surgery and Anaesthetics in the attendance list. LW to amend notes.	<b>LW to amend notes 16<sup>th</sup> August 2018.</b>
<b>3</b>	<b>Matters arising</b> <u>Adult Record</u> <u>Printing numbers of Adult Record</u> A short discussion took place in relation to the numbers of required records from each HSCT. This would include continuation booklets in the future. Regional tendering is not now required, as the document is a replacement for an existing format. BSO may have to seek new printing services however, due to the numbers of the document required. NIPEC had been assured by BSO through PM that this would be a short process and could be easily planned for nearer the time – approx. 1 week to	

<p>complete. Trusts could then use their individual requisition codes to order stock. Numbers to be confirmed via the next facilitators meeting.</p> <p>PM indicated that a new order had been placed a week hence for the old document to renew for 12 weeks as 6 week order was expensive.</p> <p>It was agreed that it would be useful to estimate exact quantities of the old document in stock through each HSCT via the PACE Facilitators.</p> <p>AR identified that numbers were also required for the continuation booklets as part of the procurement exercise.</p> <p>To inform that review, it was recognised that only wards that hand write care plans would require the old format of documenting care plans which may be an unnecessary expense. AR suggested that the facilitators could assist in the impact assessment by scoping the numbers of wards who were:</p> <ol style="list-style-type: none"> <li>1. Hand writing care plans</li> <li>2. Hand writing and using core care plans</li> <li>3. Using core care plans entirely.</li> </ol> <p>AR discussed budget relating to the Band 7's commencing. Potential timeframe for implementation being early Jan/Feb 19. It was acknowledged that roll out would include awareness training in advance. It was agreed that the new document could be put on NIPEC Website in advance for staff to look at the format and familiarise themselves. In addition, guidance and a PowerPoint presentation would be developed for use in the roll out and implementation into every ward. Launch to be organised when staff were in post.</p> <p>A discussion took place in relation to the cost of one document and reduction of cost through regional procurement and eventual digitisation through Encompass. PM to cost how much per document with Martin Chadwick.</p> <p><u>Newsletter production</u></p> <p>AR reflected to the members of the group that she had been involved in a number of conversations recently with senior nurses in NI that demonstrated a large degree of misunderstanding in relation to Recording Care. A celebration event was discussed - potentially an event in April 2019 – in advance a video of 'our story' and incorporating staff and patients was deemed helpful. NIPEC to investigate potential for same. AR encouraged all members to circulate the newsletter to all staff in their organisations.</p> <p>AR had circulated final draft. Few more items to be included, PM to send photograph. AR to amend heading to include Nursing and Midwifery. Closing date for PACE Facilitators for items for inclusion Friday 2<sup>nd</sup> November 2018.</p> <p><u>Scale and spread project</u></p> <p>HSCQI Quality Improvement Network had provided an opportunity to use</p>	<p><b>Numbers of adult document to be clarified.</b></p> <p><b>PACE facilitators to estimate stock levels of old document in each HSCT</b></p> <p><b>PACE facilitators to scope numbers of wards using three potential uses of care plans to inform use of new document.</b></p> <p><b>Podcast of Recording care Story to be explored.</b></p> <p><b>Newsletter to be finalised and circulated.</b></p>
---	---

	<p>the expertise of the virtual institute for one year. As part of the scale and spread plans, PACE had been offered as a prototype in the Region. AR and B Campbell to meet to discuss.</p> <p><u>Review of advice for audit</u> Document had been circulated prior to the meeting – no further amendments.</p>	AR to meet with B Campbell
4	<p><b>Feedback from Steering Group</b></p> <p><u>Celebration Newsletter</u> This item was taken under the matters arising agenda item.</p> <p><u>PACE spread plan review</u> The PACE facilitators were reviewing the current spread plan at the next meeting for accuracy.</p> <p><u>Audit numbers (5 or 10 records)</u> Audit numbers were reviewed and discussed. It was agreed that rolling audit would provide a minimum of 10 records over a period of 3 months per ward for each quarter using the short NOAT tool until the new adult record and associated NOAT indicators were launched in 2019.</p> <p><u>RQIA representation</u> As Kathy Fodey has moved post, RQIA would be reviewing who would be in attendance.</p>	
5	<p><b>Encompass Update</b></p> <p>AR reported on the Digital Care Forum Conference that was held in the previous week. The meeting had a number of presentations from medical staff with Nicki Patterson having talking to nursing and midwifery colleagues for a short time during Michael Quinn’s introduction. In relation to Encompass, there was a week-long procurement exercise planned for W/C 12<sup>th</sup> November 2018. Evaluative teams were spread across 5 different areas. Nicki Patterson had reviewed the attendance lists for adequate registrant representation from HSC trusts in her role at Programme Board.</p>	
6	<p><b>Work streams for working group</b></p> <p><u>Short stay workshop</u> Organised for 17 December 2018 pm venue Clady Villa, Knockbracken. AR would be writing to ADNs to secure nominations soon.</p> <p><u>Children’s improvement work</u> It was reported to members that Michelle Burke would be covering the children’s work for a 3 month period of time (in her own time). The work was going to include the construction of a short stay document for children’s areas, given that many of the HSC trusts were working to produce their own. LK to approve nomination letter which would then be sent to HSC Trusts. The book of nursing procedures for children’s areas</p>	

	<p>would also be reviewed and selected through this work stream.</p> <p><u>Emergency Department record and improvement work</u></p> <p>LK took comments from members relating to progress with the ED document across type 1 emergency departments in NI:</p> <p>SEHSCT – not fully implemented</p> <p>SHSCT – 2 EDs Daisy Hill using PACE, Craigavon not yet</p> <p>BHSCT – fully integrated to RVH</p> <p>WHSCT – Altnagelvin going well, few challenges. Practice Educators held some workshops to help. South West live on 1 Oct 18. Champions trained.</p> <p>There was some debate about use of the 'flimsy' to record nursing notes for people who did not require the full nursing record. PM stated she wished to check this practice in WHSCT.</p> <p>In addition, there was a discussion about holding the patients record in ED or transferring to ward environments – this practice will need to be reviewed.</p> <p><u>Learning Disabilities record and improvement work</u></p> <p>This work remained on hold until NIPEC appointed new staff.</p> <p><u>Care Planning</u></p> <p>A brief overview was provided by members relating to the roll out of PACE. It was acknowledged that once people were in post for the transformation funding this work could increase in terms of scale and spread.</p> <p><u>NOAT</u></p> <p>Covered under matters arising – BHSCT noted that they were still in the process of providing a local solution to the online audit tool.</p>	<p><b>PM to check use of flimsy in WHSCT.</b></p> <p><b>Review of governance required in relation to the storage of nursing records in the EDs/ transfer to other environments.</b></p>
<p><b>7</b></p>	<p><b>Any Other Business</b></p> <p>Inclusion of handover principles</p> <p>LK provide an update – the final principles were now in draft form for testing. When officers were appointed in each of the HSC Trusts this element could be taken forward. Awareness training to be resourced by NIPEC.</p> <p>Children's record WHSCT</p> <p>PM had asked AR for Working Group consent to a Pilot Study being requested by Assistant Director in South West Acute Hospital on a 6 months trial. This was agreed by the meeting. PM reported that Me and My Family Booklet would have additional pages inserted in SWAH for multi-professional input but no change to Altnagelvin document.</p>	

<b>8</b>	<b>Date and time of next meeting</b> <b>29 January 2019, NIPEC Offices, 2.00-4.00pm</b>		
<b>ACTION</b>	<b>Comment</b>	<b>Completed/On going</b>	
<b>AR to clarify continuation booklet numbers</b>			
<b>PM to cost up single document</b>			
<b>PM to send photograph to AR.</b>			
<b>JP to amend item and sent to AR</b>			
<b>AR to amend heading</b>			
<b>AR to meet with B Campbell</b>			
<b>PM to check flimsy</b>			
<b>AR to clarify NIPEC resource for Awareness Training</b>			