

# **Recording Care: Evidencing Safe and Effective Care Working Group Meeting**

**NIPEC Offices, Belfast  
Thursday 1<sup>st</sup> February, 14:00 – 16:00hrs**

In Attendance:

Anne Witherow, Chair	Assistant Director of Nursing	WHSCT	<b>AW</b>
Fiona Wright	Assistant Director of Nursing	SHSCT	<b>FW</b>
Audrey Dowd	Facilitator	BHSCT	<b>ADD</b>
Jacqueline Rafferty	Nurse Development Lead	BHSCT	<b>JR</b>
Jane Patterson	Patient Safety Officer	SEHSCT	<b>JP</b>
Liz Campbell	Safe & Effective Care Manager	SEHSCT	<b>LC</b>
Ruth Bailie	Lead Nurse, Person Centred Practice	NHSCT	<b>RB</b>
Susan Carlisle	Nurse Lecturer	QUB	<b>SC</b>
Moira McCusker	Nurse Education Consultant	CEC	<b>MMC</b>
Donna Gallagher	Senior Lecturer, nursing	OU	<b>DG</b>
Evelyn Mooney	Nurse Lecturer	OU	<b>EM</b>
Michelle Burke	Professional Officer	NIPEC	<b>MB</b>

Teleconference:

Naomi Baldwin  
Alicia Dickson  
Penny Moore

Apologies:

Anne Marie Tunney  
Karen Devenney

Agenda Item	Notes	Action
<b>1</b>	<p><b>Welcome and apologies</b></p> <p>AW welcomed everyone to the meeting. ADD was also welcomed to the group, as the PACE facilitator for the BHSCT and was invited to the meeting to represent the trust's views on item 3 PACE spread plan. Apologies were noted as above. A round of introductions was taken for the benefit of those on teleconference. DG and EM from OU were welcomed to the group.</p> <p>MB advised the group it would be FW last working group meeting prior to retiring. AW thanked FW for her dedication and commitment to the recording care project and wished her a very happy and healthy retirement.</p> <p>Notes of the last meeting 8<sup>th</sup> December 2016 were agreed as an accurate record.</p>	
<b>3</b>	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>○ Review of the adult document</li> </ul> <p>Chair held discussion on the review of the adult document and requested the group feedback the top 5 amendments post consultation with front line staff.</p>	<p><b>ALL to send feedback by 24<sup>th</sup> Feb to MB</b></p>

	<ul style="list-style-type: none"> <li>○ <i>Terms of Reference (TOR) of Steering Group</i></li> <li>○ SG meeting 16<sup>th</sup> December, to be shared with WG once approved.</li> <li>○ <i>WG membership</i></li> <li>○ <i>Specialist Nurse records</i></li> <li>○ <i>Update on MH pathway</i></li> </ul> <p>All of the above will remain on the agenda and discussed at the next Working Group meeting 4<sup>th</sup> April.</p>	
<b>4</b>	<p><b>Feedback from Steering Group</b></p> <p>The steering group meeting 16<sup>th</sup> December will be fed back to the group at the next meeting, 4<sup>th</sup> April 2017 as the agenda has been given over to PACE spread plan.</p>	
<b>5</b>	<p><b>E-record</b></p> <p>This will remain on the agenda and discussed at the next working group meeting 4<sup>th</sup> April.</p>	
<b>6</b>	<p><b>Record keeping guidance review</b></p> <p>This will remain on the agenda and discussed at the next working group meeting 4<sup>th</sup> April.</p>	
<b>7</b>	<p><b>Work streams for WG S1</b></p> <ul style="list-style-type: none"> <li>○ <i>Children's Record Production</i></li> <li>○ <i>Learning Disabilities (LD) Record Production</i></li> <li>○ <i>Emergency Department records</i></li> <li>○ <i>NOAT</i></li> </ul> <p>All of the above will remain on the agenda and discussed at the next working group meeting 4<sup>th</sup> April.</p> <ul style="list-style-type: none"> <li>○ <i>Care Planning</i></li> </ul> <p>Chair held discussion on a spread plan for PACE. MB will collate this and circulate a spread plan to the group.</p> <p>AW advised that the WHSCT would be planning for spread of PACE.</p> <ul style="list-style-type: none"> <li>○ <i>Short NOAT</i></li> </ul> <p>MB advised that explanatory notes for short NOAT were near completion and that they would be circulated to the group for feedback before final sign off. FW raised the issue that the SHSCT were launching their NQI in the near future and it would be helpful if the explanatory notes were available for this. Agreement was sought from the group to have a short</p>	<p><b>MB to circulate spread plan W/B 20<sup>th</sup> Feb</b></p> <p><b>MB to contact PM/AW re: planning</b></p> <p><b>MB to circulate the explanatory notes for comment</b></p>

	<p>turnaround time on feedback to facilitate FW request.</p> <p>AW raised the issue of the mechanism for reporting auditing scores. It was agreed at SG that this would exceptional reporting – indicators that have fallen below 95%. Scores would continue to be reported to SG. The short NOAT was to be used and results for the first 2 sections would be submitted to AR for the next SG 20<sup>th</sup> March.</p> <p>MB advised that the developer was revising the registration process of the Short NOAT. Those trusts using the KPINI website will require updated functional guidance. The group confirmed that the SEHSCT/WHSCS/SHSCT were using their own systems. RB to confirm which system NHSCT is using. Leaving BHSCT using the KPINI website.</p>	<p><b>AW to confirm this process with ACF</b></p> <p><b>MB to update functional guidance.</b></p> <p><b>RB to inform MB which system NHSCT using</b></p>
<b>9</b>	<p><b>Date and time of next meeting:</b></p> <p>Tuesday 4<sup>th</sup> April , 14:00-16:00 , NIPEC Building , Belfast</p>	

ACTION	Comment	Completed/On going
ALL to send feedback by 24 <sup>th</sup> Feb to MB	Reminder e-mail sent to group	ongoing
MB to circulate spread plan W/B 20 <sup>th</sup> Feb		ongoing
MB to contact PM/AW re: planning		completed
MB to circulate the explanatory notes for comment		completed
AW to confirm this process with ACF		ongoing
MB to update functional guidance.	Await final update from developer	ongoing
RB to inform MB which system NHSCT using		ongoing