

**Recording Care
Working Group Meeting
NIPEC Meeting Room - teleconference
Thursday 12th March 2020, 2pm – 3pm**

Attendance:

Suzanne Pullins	Assistant Director Nursing (Chair)	NHSCT	SP
Jane Patterson	TMND Officer	SEHSCT	JP
Gillian McKee	Professional Officer	NIPEC	GMcK
Penny Moore	Lead Nurse, Governance	WHSCT	PM
Karen Devenney		BHSCT	KD
Susan Carlisle	Nurse Lecturer	QUB	SC

Apologies:

Naomi Baldwin	Senior Nurse Patient Safety and Performance	NHSCT	NB
Mary McCullagh	Assistant Nursing Service Manager	WHSCT	MMcC
Claire Marie Dickson	Assistant Director Nursing	SEHSCT	CMD
Deirdre Cunningham		CEC	DC
Notes:	Lukasz Karpinski, Programme Administrator	NIPEC	LKa

Agenda Item	Notes	Action
1	Welcome and apologies GMcK welcomed attendees at the teleconference. Apologies noted. Introductions completed. SP advised chairing the meeting as per previous arrangements.	
2	Notes of the previous meeting Action Notes of 22 nd January 2020 discussed and agreed.	
3	Matters arising <i>Transforming Nursing and Midwifery Data (TNMD) project update</i> <u>Working Group/NIPEC work streams' update</u> GMcK advised of a lot of activity with pilots in previous months. <i>Adult Record update</i> No more issues with documents – actions from Limavady printing company visit completed with traceability of documents updated. – SP advised new batch of documents received and codes present. KD advised happy with arrangements – staff reminded to be mindful. GMcK encouraged reporting any issues. <i>Adult Short Stay record</i> GMcK advised the document finalised and to be sent to medical illustrations next week – to be printed by the end of March 2020 – few changes due to advice with allergies (boxes amended) – guidance and NOAT tool to be updated.	

	<p><u>Children's service areas</u></p> <p>GMcK advised inpatient and readmission documents piloted in November/December 2019. Short stay and ambulatory documents piloted early this year. Few issues remain – STAMP not being used appropriately – lack of training identified by nutritional professionals. Children's documents to be forwarded to medical illustrations shortly.</p> <p><u>Learning Disabilities (LD)</u></p> <p>GMcK advised pilot concluded last month. Task and finish (T&F) group revived last year. Draft document went to collaborative, SG for LD world. Issues raised by collaborative members. Task and finish group split the document into adult and children's documents. Angela Reed (AR) to meet with members of collaborative and T&F group to discuss next steps – whether to progress with the draft document. SP advised internal audit looked at allergies in NHSCT. GMcK advised most fundamental changes in layout but hopefully meeting will help.</p> <p><u>District Teams</u></p> <p>GMcK advised feedback from pilot very positive and presented results – little work needed with introduction of PACE. Few changes indicated like DNACPR – more wording added to the draft, medications box adjusted to DN world. DN advised too much IPC data included for the community and now adjusted. Draft document to go to medical illustrations soon.</p> <p>SP advised reviewing arrangements in relation to covid-19. GMcK to advise the group regarding workshop on 8th April 2020.</p> <p><u>PACE roll out</u></p> <p>GMcK advised issues impacting on roll out – strikes, covid-19 – notifications from TNMD officers regarding impact in relation to reporting to DoH.</p> <p>The group to advise NIPEC of any relevant changes.</p> <p><u>Audit of ED practice</u></p> <p>GMcK/SP advised to wait and see how things go with current issues.</p> <p><u>Preparation for Encompass</u></p> <p>No update from Encompass team.</p> <p><u>Testing of Handover Principles</u></p> <p>GMcK to send handover principles for comments/advice.</p> <p>TNMD Officer update</p> <p>GMcK advised funding for TNMD project extended to the end of April 2020.</p> <p><u>Transformational funding update</u></p> <p>GMcK advised the group regarding visit to UCHL – feedback from this visit to be sent to the group for information.</p>	<p>GMcK to advise the group regarding workshop on 8th April 2020.</p> <p>The group to advise NIPEC of any relevant changes.</p> <p>GMcK to send handover principles for comments/advice.</p> <p>GMcK to share feedback from visit to UCLH with the group for information.</p>
4	<p>Any Other Business</p> <p><u>Revised Standards for person centred nursing and midwifery record keeping practice</u></p>	

<p>GMcK asked if the revised standards document to be sent and asked for feedback again – SP consent to it.</p> <p><u>Record keeping and nursing assistants</u></p> <p><u>NOAT</u></p> <p>GMcK advised NOAT tools to be ready by the end of April 2020.</p> <p>SP thanked GMcK for ongoing work.</p> <p>SC advised no reply to nominations to the workshop on 8th April 2020 – GMcK advised electronic registration only – GMcK to advise who received nominations email in QUB.</p> <p>PM asked regarding STAMP and Glamorgan tools in children's documents – GMcK advised both tools to stay in the document as screening tools. More work and more evidence needed but decision taken to keep both in documents. GMcK advised regional nutrition group advised regional approach for training nurses – Glamorgan under NICE guidelines needs to be completed for every child.</p>	<p>GMcK to send the revised standards document feedback.</p> <p>GMcK to advise who received nominations email in QUB.</p>
<p>Dates and times of next meetings:</p> <p>Thursday 30th April 2020, 10-12md NIPEC Meeting Room; Thursday 11th June 2020, 2-4pm NIPEC Meeting Room; Thursday 30th July 2020, 10-12md NIPEC Meeting Room; Tuesday 15th September 2020, 2-4pm NIPEC Meeting Room; Thursday 5th November 2020, 10-12md NIPEC Meeting Room; Tuesday 15th December 2020, 2-4pm NIPEC Meeting Room.</p>	

ACTION	Comment	Completed/ Ongoing
15th March 2019		
AR and GMcK to explore possibility of record keeping award regionally	Will be linked to celebration event later in 2019.	Ongoing
25th July 2019		
SP to liaise with NHSCT Falls Co-ordinator for direction		Completed
LK to request falls prevention documentation and ways to support nursing to be added to regional falls prevention officer group 's agenda		Completed
All Trusts advised to map bed rail policy information with Adult Inpatient document information		Completed
Processes of cyclical auditing and peer auditing to be discussed and agreed via Working Group		Ongoing
GMcK to forward Adult Short Stay pilot report to Working Group for consideration		Completed
GMcK to forward PACE presentation for comment in relation to acute/ chronic needs and retrospective record keeping		Completed
PM to forward WHSCT updated ED flimsy to GMcK	PM to forward after queries in WHSCT completed.	Ongoing
LKar to send Handover Principles survey monkey document to the Working Group.		Completed

AR following up re. challenges of communication between NIPEC and TMND officers, under direction of Steering Group		Completed
Possibility of Recording Care 'trouble shooting' workshop to be discussed		Completed
Feedback regarding IPC reassessment to be considered when reviewing adult inpatient document		Completed
6th September 2019		
JP to advise LK regarding next date of regional Falls Meeting		Completed
GMcK to speak with Naomi Baldwin regarding IP&C update for ED document.		Completed
GMcK to forward EPIC demonstration information to Working group.		Completed
Orientation session/ support session for new TMND Officers to be facilitated by NIPEC.		Completed
22nd January 2020		
NIPEC to upload falls prevention guidance (relating to adult inpatient record) onto NIPEC microsite.		Ongoing
Wording in documents relating to time critical medications to be sent to SP by GMcK		Completed
GMcK to contact Naomi Baldwin to provide guidance regarding IP and C risk assessment reviewing		Completed
GMcK to check regarding site visits for PACE evaluations.		Completed
12th March 2020		
GMcK to advise the group regarding workshop on 8th April 2020.		Completed
The group to advise NIPEC of any relevant changes regarding PACE roll out.		Ongoing
GMcK to send handover principles for comments/advice.		Completed
GMcK to share feedback from visit to UCLH with the group for information.		Completed
GMcK to send the revised standards document feedback.		Completed
GMcK to advise who received nominations email in QUB.		Completed