PACE Facilitators Meeting
Clotworthy House – Ferrard Room
Wednesday 27th March 2019, 10.30 am –12.30pm

Attendance:

Angela Reed	Senior Professional Officer	NIPEC	**AR**
Gillian McKee	Professional Officer	NIPEC	**GMcK**
Margaret Kyle	Facilitator	NHSCT	**MK**
Audrey Dowd	Facilitator	BHSCT	**AD**
Dawn Mackin	Governance Co-ordinator	SHSCT	**DM**
Siobhan Kelly	Facilitator	BHSCT	**SK**
Jane Patterson	Facilitator	SEHSCT	**JP**
Lorraine Bell	Facilitator	BHSCT	**LB**
Penny Moore	Chair Person/Lead Nurse	WHSCT	**PM**
Julie-Anne McKeown	Facilitator	BHSCT	**JMcK**
Sharon Moffett	Facilitator	BHSCT	**SM**
Helen McClurg	Facilitator	NHSCT	**HMC**
Caroline Graham	Facilitator	BHSCT	**CG**

Apologies:

Michelle Burke	Governance Facilitator	SEHSCT	**MB**
Ruth Bailie	Facilitator	NHSCT	**RB**
Pamela Moore	Facilitator	BHSCT	**PM**
Vi Gray	Facilitator	WHSCT	**VG**
Jacqueline Rafferty	Facilitator	BHSCT	**JR**
Susan Sandford	Facilitator	SHSCT	**SS**
Ruth Millar	Facilitator	Kingsbridge	**RM**

Notes:	Lukasz Karpinski, Programme Administrator	NIPEC	**LKa**

Agenda Item	Notes	Action
1	**Welcome, introductions and apologies** PM welcomed membership to the meeting and thanked AR for her ongoing support to this project. PM noted new member of TNMD group, CG and welcomed her to facilitators meeting. Introductions made and apologies noted. DM advised that SS will not be attending the meetings routinely as she is part time staff but DM advised she will feed back information to her.	
2	**Notes of the previous meeting** AR advised that project objectives remain unchanged, with current timeframes of completion remaining until TMND funding is confirmed.	

	PM advised that no replacement recruited as of yet in WHSCT but support with awareness sessions have been offered from practice facilitators within the Trust.		
3	**Matters arising**		
	a) PACE		
	• <u>Branding of PACE</u> GMcK update: AR has contacted Andrew Smith regarding branding of PACE. Funding would be utilised from next year's budget should this go ahead. Await information		
	• <u>Layout of PACE</u> GMcK commenced conversation that NHSCT facilitators raised query as to how PACE should be laid out in the nursing documentation e.g. P and A placed together. JP and PM advised that there should be a certain amount of flexibility with this and this was agreed around the table, while ensuring that all aspects of PACE are included in the Person's recording of their care. GMcK and AR to discuss re. guidance in relation to this in order to prepare for Encompass but AR guided there is no correct or incorrect way to place the letters. Examples of PACE documentation suggested. AR suggested a webinar regarding PACE format. AR and GMcK to discuss this and feedback to group	**AR and GMcK to discuss PACE webinar and guidance and feedback to group**	
	• <u>Review trial of documentation of chronic/existing care needs</u> To be pushed back to May's agenda for discussion in light of current pressure of Go live date of Adult documents	**Review of trial of documentation regarding chronic/existing care needs to be added to May's agenda**	
	b) Adult Regional document GMcK reviewed changes to the document that has been sent to print with the group and all were agreed. Further suggestions taken to be included in the guidance to further support implementation. GMcK to action. PM shared the WHSCT were positive regarding the new document and asked for testing of it in one ward. The group felt this was not necessary considering there is no room for change to the document at this time, unless a safety critical issue.	**GMcK to add suggested additions to adult documentation guidance notes**	
	• Revised short NOAT audit – to be discussed at TMND meeting • Care pathways – all data in new document should be mapped in care pathways • Training for bank/agency staff- to be on agenda for April's meeting • Standardising of awareness sessions of regional document- agreed around the table that guidance and presentation are robust enough without further discussion re. how to deliver awareness sessions	**Training for bank/agency staff on agenda for meeting in April**	

	• Update regarding Go live date- GMcK updated regarding procurement process. DM asked to have the new document in wards before Monday 29th April 2019, possibly on Friday 26th April 2019. GMcK advised that this should be the case. GMcK advised the codes for ordering are changing and when received from PaLS will be forwarded. PM enquired regarding the cost of the booklets and disposal of the old documents. GMcK advised the costs will be sent to the Chair of the Steering Group and will be shared with the Trusts, when known. • Trouble shooting from awareness sessions/feedback regarding queries- PM discussed concerns regarding falls section of the document. GMcK advised to ensure critical thinking is applied to nursing decision making and queries were answered in relation to same. AR advised that the new document is regionally agreed and will be reviewed periodically. AR acknowledged that change is complex and takes time to embed itself in practice but was required in relation to adult documentation/ recording of care. c) Support mechanisms and resources for PACE/New regional documentation Previously discussed. Webinar to be on NIPEC website week commencing 1st April 2019. d) Update from Working Group meeting (15th March 2019) AR and GMcK updated group regarding Working Group discussions in relation to inclusion of form of words for care of people under 18 placed in adult care settings. Update also given in relation to completion of risk assessments when Person is transferred from one care setting to another, within the same HSC Trust. Skin bundle review section discussed (inclusion of table to document skin observation) and agreed.	**GMcK to forward codes for ordering documents when received from PaLS** **Costing for destruction to be shared with the Trusts, when known** **Adult document webinar to be uploaded to NIPEC website week commencing 1st April 2019**
4	**Any Other Business** Enquiry regarding ED auditing: AR advised review is on hold DM enquired regarding Regional theatre checklist: AR advised this could be considered should the organisations request this. PM advised the group that WHSCT is restricting travel across the province and as a result she is no longer in the best position to chair the PACE facilitators meetings. AR offered PM thanks for her role to date in relation to this group and AR to consider possibility of future Chair of the meetings and approach her accordingly. Handover principles to be added to agenda for next meeting	**AR to consider future Chair of the PACE facilitators meetings** **Handover principles to be added to agenda for April's meeting**
	Date and time of next meeting: Wednesday 24th April 2019, 10.30 am -12.30pm Whiteabbey Hospital – Boardroom	

ACTION	Comment	Completed/Ongoing
Wednesday 27th February 2019		
AR to ask ADoNs' re advertising new posts, if applicable when TNMD funding is confirmed		**Ongoing**
GMcK to take forward branding of PACE		**Ongoing**
Review trial of documentation of chronic/ existing care needs		**Ongoing**
GMcK to forward revised short NOAT audit when indicators mapped against current document.		**Completed**
PACE champions to be asked opinions on support mechanisms.		**Ongoing**
Care pathways to be discussed at the next PACE meeting.		**Completed**
Wednesday 27th March 2019		
AR and GMcK to discuss PACE webinar and guidance and feedback to group		**Ongoing**
GMcK to add suggested additions to adult documentation guidance notes		**Completed**
Training for bank/agency staff on agenda for meeting in April		**Completed**
GMcK to forward codes for ordering documents when received from PaLS		**Completed**
Costing for destruction to be shared with the Trusts, when known		**Completed**
Adult document webinar to be uploaded to NIPEC website week commencing 1st April 2019		**Completed**
Handover principles to be added to agenda for April's meeting		**Completed**
Review of trial of documentation regarding chronic/existing care needs to be added to May's agenda		**Ongoing**
AR to consider future Chair of the PACE facilitators meetings		**Ongoing**