

**Recording Care: Evidencing Safe and Effective Care
Facilitators Meeting**

**NIPEC, Belfast
Wednesday 26th September 2018**

In Attendance

Angela Reed	Senior Professional Officer	NIPEC	AR
Penny Moore	Chairperson/Lead Nurse	WHSCT	PM
Dawn Mackin	Governance Co-Ordinator	SHSCT	DM
Helen McClurg	Facilitator	NHSCT	HMC
Sharon Moffett	Facilitator	BHSCT	SM
Ruth Millar	Nurse Quality Lead (Quality and Education	KPH	RM
Margaret Kyle	Facilitator	NHSCT	MK
Jane Patterson	Facilitator	SEHSCT	JP
Audrey Dowd	Facilitator	BHSCT	AD
Julie-Anne McKeown	Nurse Development Lead	BHSCT	JMcK
Jackie Rafferty	Nurse Development Lead	BHSCT	JR
Michelle Burke	Governance Facilitator	SEHSCT	MB
Vi Gray	Facilitator (via teleconference)	WHSCT	VG
Apologies	Lorraine Bell	BHSCT	

Agenda Item	Notes	Action
1	<p>Welcome and apologies:</p> <ul style="list-style-type: none"> • PM welcomed everyone followed by a round of introductions. A special welcome was extended to Ruth Millar, Knightsbridge Private Hospital. It is anticipated that Pamela Moore, ND, BHSCT and Ruth Bailie, NHSCT will join the group from next month. • MB was invited by PM to give a brief background on PACE facilitator meetings for the benefit of Ruth. • Action notes from last meeting had been circulated electronically. However, it was agreed that these might not be the amended version. An updated version to be circulated before confirming notes at the next meeting. • All amendments to be forwarded to PM as soon as possible 	<p>PM to re-circulate</p> <p>All</p>
2	<p>Matters Arising:</p> <p>a) Adult record</p> <ul style="list-style-type: none"> • The document has gone to Steering group for sign-off on 28th September 2018. • Each Trust to provide, in collaboration with ADNs, approximate usage of booklet per annum • PM has numbers for BHSCT and NHSCT- to forward number of booklets on order at present-will contact Martin Chadwick for confirmation 	<p>PM</p> <p>All</p>

4	<p>Progress:</p> <ul style="list-style-type: none"> Potential for workshop <p>All agreed that this would be timely to provide assurance of information being delivered, also, in light of how PACE has evolved over the last 3 years. Recurrent issues have been identified and experienced by all present e.g. confusion between A & C, nurses continuing to write 'no issues' in P and other general misinterpretations of the framework resulting in concerns around standards of PACE recording.</p> <p>Now a need for clear, legal guidance. The huge workload challenges faced by nurses in clinical settings and the fear of not writing everything was acknowledged.</p> <p>MK asked if any update on funding for PACE facilitator posts-to be considered under AOB with AR. DM has advised she was aware that a JD would be distributed within the SHSCT for expressions of interest.</p> <p>DM raised concerns over storage of notes, principally in relation to confidentiality. This was followed by discussion to consider a solution.</p> <p>PM has recently completed a literature review in relation to 'recording care at the bedside'-no articles found</p> <p>PM suggested to consider including 'time to record' as well as 'delivery of care' in Patient Dependency/Acuity to highlight and capture actual nursing hours required</p> <p>MK raised Abbreviations policy and concerns around compliance with the limited list-to be discussed with AR</p>	
5	<p>Any Other Business:</p> <p>AR discussion from 12.30</p> <ul style="list-style-type: none"> MK re: funding for posts and if these will be new posts? AR confirmed monies can be used as per ExDoNs see fit. NIPEC has not received the monies yet. Two 8A posts and six Band 7 posts are secure until March 2019 and for a second year. It is recognised that a team is needed to implement and embed PACE. ExDoNs acknowledge the need to have staff in post but concerns exist around frontline staff depletion when posts are advertised JP re: timing of new document so that it can be put on to eDAMs. AR confirmed that it will be available from Friday 28th September AD re: Section C in revised NOAT, it is not clear that the plan must be person-centred. Following consideration, AR agreed to include an additional indicator to clarify. All present in agreement MK re: GANNT roll out chart. AR agreed that community wards will be added and included in numbers MK re: need to record designation after each entry. AR agreed if included in signature register or in first entry by a nurse, this will meet the requirements PM re: workshop and legal input. AR put forward more a need for professional contribution with emphasis on the Code & Standards with reference to 'Enabling Professionalism' publication. She will approach RCN to request a volunteer who has been through a hearing to attend workshop and provide account of how her/his nursing record supported them AD re: 'Information for Patients' poster developed in BHSCT. All agreed that this would be useful. To be circulated MK re: concerns about compliance with Abbreviations policy. AR to check re: local lists/ speciality or Directorate as per previous agreement AR re: Newsletter. Acknowledged contributions from Trusts-different approaches from each. Suggested considering a plate with list of wards where implemented, 	<p>AR</p> <p>AR</p> <p>AR</p> <p>AD</p> <p>AR</p> <p>All</p>

	information about the team and reference to task ahead, include photos and stories where possible	
Date and time of next meeting: 31st October 10.30 – 12.30 NIPEC, Centre House, Belfast		