

<p>3</p>	<p>Matters arising</p> <p>a) PACE</p> <ul style="list-style-type: none"> • <u>Newsletter</u> GMcK advised the Newsletter is completed and online for sharing. GMcK thanked everyone for their contributions. For the next edition, NIPEC will forward requests for information in October 2019. • <u>Resources to support PACE implementation</u> GMcK advised that PACE presentation is in progress and will be shared with the group when completed. Will include information regarding chronic care needs and retrospective record keeping • <u>Repetitive care interventions/chronic care needs</u> GMcK advised group she had discussed this item with AR. Proposed and agreed outcomes discussed in meeting were: <ul style="list-style-type: none"> - If care need is stable, unchanging and is not an acute care need, PACE record should be rewritten weekly [not including when person's needs change, person's input to their care (P) or evaluation of the person (E)]. Clear timeline and note of professional's name should be documented when recording which assessment and plan of care is being referenced when documenting care need(s) - If person's need(s) change, a new and complete PACE record must be documented - New continuation booklet weekly (if necessary), in line with rewritten nursing assessment and plan of care - Care needs under the individual P, A, C and E can be recorded together or each care need recorded separately - Certain care needs can have P,A,C and E documented together e.g. cut on finger <p>Group came to agreement that needs would be termed 'acute' (ongoing and changing) and 'existing' (ongoing but unchanging)</p> <p>PM requested if the A (on admission) could be highlighted in the resources as only accurate at that point of assessment. It may be subject to change as person's condition changes, potentially rapidly e.g. an acute event when admitted. Same will be included in resources</p> • <u>Retrospective record keeping</u> GMcK updated group regarding coroner's video/presentation and expressed opinion that retrospective recording is when a nurse leaves shift. Discussion regarding what to document when notes are completed after care provided. MB suggested writing 'retrospective' in the notes. GMcK advised that it may be necessary to write a short rationale if a late entry to notes is made during the shift. Members concerned this may lead to meaningless documentation. Same to be further discussed at 	<p>GMcK to highlight in PACE resources that on admission, 'A' may only be accurate at point of admission</p> <p>GMcK to take the retrospective record keeping enquiries to Working Group meeting on 25th July 2019.</p> <p>Retrospective record keeping guidance to follow post RCN session with the</p>
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	<p>GMcK advised the group regarding recruitment for new TNMD officers in the region and monitoring process within the DoH and NIPEC</p> <p>Update given throughout meeting at relevant agenda items</p> <p>d) Work streams</p> <p>Discussed in above agenda items.</p> <p>e) Encompass update</p> <p>GMcK advised of first Encompass visit to SEHSCT in July 2019 with positive nursing and PACE recognition by Encompass representatives (Programme Director unable to attend). Second visit in NHSCT in August 2019.</p>	
4	<p>Any Other Business</p> <p>GMcK advised the group regarding review of PACE by Ulster University and Queen University Belfast. Review to commence in January 2020.</p>	
	<p>Date and time of next meeting: Wednesday 28th August 2019, 10.30 am – 12.30pm, NIPEC Meeting Room</p>	

ACTION	Comment	Completed/Ongoing
Wednesday 24th April 2019		
Ideas for PACE branding to be forwarded to GMcK.		Ongoing
PACE support resources to be developed between May and June.		Ongoing
GMcK to enquire regarding possibility of capturing numbers viewing adult admission booklet.	NA as of Aug 19	Completed
Wednesday 26th June 2019		
New member nominations to be forwarded to NIPEC	Nil forwarded	Completed
Repetitive care interventions/chronic care needs to be discussed at next meeting in July 2019.		Completed
AR to clarify with SG way forward in relation to retrospective notes.		Completed
The group to forward any concerns in relation to creation of IT systems to collate audit results.	Nil forwarded	Completed
Wednesday 24th July 2019		
LK to update attendance/ apologies record from previous PACE meeting		Completed
Members to confirm agreement of amendment to PACE agenda item in April's action notes		Ongoing
GMcK to highlight in PACE resources that on admission, 'A' may only be accurate at point of admission		Completed
GMcK to take the retrospective record keeping enquiries to Working Group meeting on 25th July 2019		Completed

Retrospective record keeping guidance to follow post RCN session with the coroner on 5th September 2019		Ongoing
GMcK advised that Trusts should forward any concerns in relation to IT systems and collation of NOAT results	Nil forwarded	Completed
RAG presentation and % of achievement to be discussed with AR		Completed
TMND officers to forward comments/ proposed amendments for NOAT audit tool to GMcK		Ongoing