

PACE Facilitators' Meeting
NIPEC Meeting Room
16th December 2019, 10.30am – 12pm



Attendance:

Jane Patterson	TNMD officer (Chair)	SEHSCT	JP
Gillian McKee	Professional Officer	NIPEC	GMcK
Greta Linton	TNMD officer	BHSCT	GL
Gillian Craigan	TNMD officer	BHSCT	GC
Margaret Kyle	TNMD officer	NHSCT	MK
Audrey Dowd	TNMD officer	BHSCT	AD
Susan Sandford	TNMD officer	SHSCT	SS
Juli Reid	TNMD officer	SEHSCT	JR
Sue Trouton	TNMD officer	SHSCT	ST
Penny Moore	Lead Nurse Governance	WHSCT	PM

Apologies:

Alicia Dickson	TNMD officer	SHSCT	AD
Siobhan Kelly	TNMD officer	BHSCT	SK
Carol Ferguson	TNMD officer	NHSCT	CF
Alison Blair	TNMD officer	NHSCT	AB
Sharon Moffett	TNMD officer	BHSCT	SM
Dawn Mackin	TNMD officer	SHSCT	DM
Helen McClurg	TNMD officer	NHSCT	HM
Jackie Rafferty	PACE Facilitator	BHSCT	JRaf
Notes:	Gillian McKee	NIPEC	GMcK

Agenda Item	Notes	Action
1	Welcome, introductions and apologies JP welcomed members to meeting. Introductions given and apologies noted.	
2	Notes of the previous meeting <ul style="list-style-type: none"> • revision of actions Action notes from previous meeting agreed but GMcK advised that any amendments should be forwarded to NIPEC by 20 th December 2019. Actions reviewed.	Amendments to previous action notes to be forwarded to NIPEC by 20 th December 20219
3	Update of work streams relating to PACE Adult: GMcK advised that PACE roll out in adult settings is the focus as per revised objectives of the TNMD project. The group collectively advised that bank and agency staff working on wards in high numbers continues to impact on audit scores. MK advised group that the introduction of existing needs and how to record these would require revisiting areas where PACE has been implemented. Group advised	

	<p>GMcK that Section B of NOAT containing the core fundamentals of the PACE framework scores less than other sections ongoing.</p> <p>GMcK asked the group re. the impact of the industrial/ strike action on the roll out of PACE and same noted by GMcK. Concerns noted among the members as to how PACE can be sustained going forward. Discussion around PACE and its place in nursing induction. GANTT chart relating to PACE rollout to be reviewed in the TNMD meeting.</p> <p>Children's: taster workshop 5th February 2020 to introduce rollout of PACE regionally.</p> <p>Other specialty areas: taster workshop 5th February 2020 to introduce rollout of PACE regionally in adult short stay, learning disability, district nursing areas.</p>	
<p>4</p>	<p>Matters arising</p> <p>Retrospective record keeping: Angela Reed (AR) advised on outcome of meeting with chair of the regional steering group and the coroner. Discussed how the coroner has an awareness of the importance placed on addressing poor nursing practice and the importance given to record keeping. An overview of PACE was given to the coroner and a discussion held around respective record keeping. Advised that the coroner is aware that care is recorded at the time it took place, when possible. If not possible, the date and time when the recording has taken place should be written and clear rhetoric and timeline in the notes of when the care actually took place. If documenting care that someone else carried out e.g. personal care, and if the care is not traceable, the name of the staff member who carried out the care should be recorded. AR to clarify that if the care is traceable in additional documentation such a care bundles, MEWS charts that it is suitable to discuss what charts to consult and hence the person who carried out the care is evident.</p> <p>Debrief post UCLH: AR attended meeting to discuss the UCLH visit and how PACE may look within digital implementation. AR advised the PACE work cannot be stood down, by its nature, care planning is complex and regionally, we must find a collective solution to the challenges ahead. AR advised that she requires feedback in relation to key messages from the day. AR to send out a reflective tool in order to capture the attendees' thoughts, learning and their outcomes from the visit.</p>	<p>AR to clarify of the suitability of referring to other documentation, if the care is traceable in that documentation</p> <p>AR to forward reflective tool to UCLH attendees in order to feedback regionally on the visit</p>
<p>5</p>	<p>Any Other Business</p> <p>Dates scheduled relating to PACE meetings: dates to be recirculated by NIPEC for clarity.</p> <p>Abbreviations: this challenge within record keeping was raised with AR and she advised that there is work around this to be completed.</p> <p>Evaluation of PACE: AR gave a summary of the PACE evaluation being completed by QUB/UU. Advised it is in two phases and two associated methodologies. Template to be sent to TNMD officers to collate relating to start dates of PACE in ward settings.</p>	<p>PACE dates to be recirculated</p> <p>PACE start dates to be collated by TNMD officers for evaluation report</p>
	<p>Date and time of next meeting: Wednesday 29th January 2020, NIPEC Meeting Room, 10.30am-12.30pm.</p>	

ACTION	Comment	Completed/Ongoing
Wednesday 24th April 2019		
Retrospective record keeping guidance to follow post RCN session with the coroner on 5th September 2019	To be forwarded post meeting with senior nurses and coroner	Completed
Wednesday 23rd October 2019		
GMcK to seek advice/ obtain clarity in relation to PACE being introduced in educational facilities		Completed
Monday 16th December 2019		
Amendments to previous action notes to be forwarded to NIPEC by 20th December 20219		Completed
AR to clarify of the suitability of referring to other documentation, if the care is traceable in that documentation		Completed
AR to forward reflective tool to UCLH attendees in order to feedback regionally on the visit		Completed
PACE dates to be recirculated		Completed
PACE start dates to be collated by TNMD officers for evaluation report		Completed