

PACE Facilitators' Meeting
NIPEC Meeting Room
Wednesday 28th August 2019, 10.30am – 12.30pm



Attendance:

Gillian McKee	Professional Officer	NIPEC	GMcK
Michelle Burke	Governance Nurse	SEHSCT	MB
Penny Moore	Lead Nurse Governance	WHsCT	PM
Dawn Mackin	PACE Facilitator	SHSCT	DM
Lorraine Bell	PACE Facilitator / NDL (Bank)	BHSCT	LB
Margaret Kyle	PACE Facilitator	NHSCT	MK
Sharon Moffett	PACE Facilitator	BHSCT	SM
Audrey Dowd	PACE Facilitator	BHSCT	AD
Ruth Millar	Nurse Clinical Lead	Kingsbridge	RM

Apologies:

Ruth Bailie	PACE Facilitator	NHSCT	RB
Siobhan Kelly	PACE Facilitator	BHSCT	SK
Jane Patterson	PACE Facilitator	SEHSCT	JP
Jacqueline Rafferty	PACE Facilitator / NDL	BHSCT	JR
Pamela Moore	PACE Facilitator / NDL	BHSCT	PaM
Vanessa Eastick	Practice Educator	WHsCT	VE
Helen McClurg	PACE Facilitator	NHSCT	HM
Caroline Graham	PACE Facilitator (Bank)	BHSCT	CG

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

Agenda Item	Notes	Action
1	Welcome, introductions and apologies GMcK welcomed members to meeting. Apologies noted.	
2	Notes of the previous meeting Action notes from 24 th April 2019 (amendment from April notes) and previous meeting discussed and agreed.	
3	Update of work streams relating to PACE Group advised that nominations for children's PACE group have been forwarded from the Trusts and work will commence in the near future. Adult PACE implementation to be discussed at TMND meeting.	

<p>4</p>	<p>Matters arising</p> <p>a) NOAT – GMcK advised that NOAT cannot be reviewed until all organisations have returned feedback relating to NOAT indicators. This is to ensure complete collaboration across the region. Feedback agreed to be returned by 13th September 2019.</p> <p>b) Existing care needs – Group in overall agreement that end of bed documentation and care bundles exist and impact on writing i.e. reference to be made to them within recording nursing care. Item part of PACE presentation and will be commented on further during review</p> <p>c) Retrospective record keeping - GMcK advised group that Angela Reed (Senior Professional Officer, NIPEC) and senior nurses are meeting with coroner regarding retrospective record keeping and other matters relating to the coroner and nursing documentation.</p> <p>d) PACE presentation – GMcK gave a first draft copy to the group and asked for digital feedback as first time seen. Feedback to be returned by 13/9/19</p>	<p>Feedback of NOAT indicators to be returned by 13th September 2019</p> <p>Feedback of PACE presentation to be returned by 13th September 2019</p>
<p>5</p>	<p>Any Other Business</p> <p>AD requested that if reminder emails being sent for information to be forwarded, could only the organisations who have not forwarded said information be emailed. GMcK advised that it is done via the current method in order to not highlight locations not returning to NIPEC. Agreement around the table that emails will only be sent to affected Trusts. GMcK again highlighted need for information to be returned timely.</p> <p>Falls prevention information discussed in group and members made aware by GMcK that guidance formatted by Sharon Love (NHSCT) is being brought to regional falls groups for approval. One member of group advised that risk assessment questions are sometimes not completed within the relevant organisation.</p> <p>Risk assessments raised by GMcK in relation to timeframes for completion and content within all nursing documents. Risk assessments should be completed within timeframes laid out in adult inpatient document. Flow of documents in relation to risk assessments appearing together in the documents or placed beside relevant care need being discussed at Working Group. Content of data set being approved regionally by related specialist groups e.g. TVN, IP and C etc.</p> <p>DM raised query if a person is being moved for a procedure to another Trust and returning to original ward, what is process of movement/ completion of adult inpatient document. GMcK advised that if patient moving Trusts to another inpatient area, another inpatient document should be completed however GMcK inquired if there is documentation the clinical area carrying out the procedure should be utilising suitable for their area instead of using the adult inpatient document.</p>	<p>NIPEC to only email affected Trusts when information requested is not returned</p>
	<p>Date and time of next meeting:</p>	

	25 th September 2019, 10.30-12.30pm, Whiteabbey Hospital Boardroom	
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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		Completed
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 5 th September 2019		To be forwarded post meeting with senior nurses and coroner
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
Wednesday 28th August 2019		
Feedback of NOAT indicators to be returned by 13 th September 2019		Ongoing
Feedback of PACE presentation to be returned by 13 th September 2019		Ongoing
NIPEC to only email affected Trusts when information requested is not returned		Completed