

PACE Facilitators' Meeting
NIPEC – Meeting Room
Wednesday 23rd October 2019, 10.30am – 12.30pm



Attendance:

Gillian McKee	Professional Officer	NIPEC	GMcK
Siobhan Kelly	TNMD officer	BHSCT	SK
Greta Linton	TNMD officer	BHSCT	GL
Gillian Craigan	TNMD officer	BHSCT	GC
Alison Blair	TNMD officer	NHSCT	AB
Helen McClurg	TNMD officer	NHSCT	HM
Jane Patterson	TNMD officer (Chair)	SEHSCT	JP
Sue Trouton	TNMD officer	SHSCT	ST
Sharon Moffett	TNMD officer	BHSCT	SM
Dawn Mackin	TNMD officer	SHSCT	DM

Apologies:

Jacqueline Rafferty	PACE Facilitator / ND	BHSCT	JR
Margaret Kyle	TNMD officer	NHSCT	MK
Lorraine Bell	PACE Facilitator / ND (Bank)	BHSCT	LB
Susan Sandford	TNMD officer	SHSCT	SS
Carol Ferguson	TNMD officer	NHSCT	CF
Audrey Dowd	TNMD officer	BHSCT	AD
Penny Moore	Lead Nurse Governance	WHSCT	PM

Notes:	Lukasz Karpinski, Programme Administrator	NIPEC	LKa
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Agenda Item	Notes	Action
1	Welcome, introductions and apologies JP welcomed members to meeting. Apologies noted.	
2	Notes of the previous meeting Previous notes and actions discussed. <ul style="list-style-type: none"> • Revision of actions GMcK advised further discussions held regarding branding. Retrospective guidance to follow after regional meeting with coroner in December 2019. Revised NOAT indicators uploaded to microsite. Future meeting dates recirculated to the group for ease.	
3	Update of work streams relating to PACE <ul style="list-style-type: none"> • Adult JP advised implementation ongoing. <ul style="list-style-type: none"> • Children's 	

	<p>GMcK advised PACE workshop on 10th December 2019 to introduce PACE to children's work stream.</p> <ul style="list-style-type: none"> • Other specialty areas <p>As above. GMcK advised TNMD officers to continue implementation in adult inpatient settings as part of the TNMD project objectives. Any additional implementation is encouraged but should not replace adult implementation</p>	
4	<p>Matters arising</p> <ul style="list-style-type: none"> • Revision of PACE presentation <p>GMcK advised of follow up meeting with JP to review PACE presentation post previous PACE meeting. Imaging to be reviewed by GMcK and Julie Edgar (JE) from NIPEC. The group reviewed the draft PowerPoint presentation by page for final comments/suggestions:</p> <ul style="list-style-type: none"> ➤ GMcK advised promoting the NMC code and the nursing profession are two of the priorities ➤ GMcK advised colours/ graphics will change post meeting with JE regarding branding. NIPEC branding to be reduced in scale throughout presentation ➤ Ongoing discussion re. nursing diagnosis and what this is relating to. Amendments to presentation reflecting this ➤ Ongoing discussion held relating to the 'existing care needs' guidance. GMcK advised guidance discussed at a previous meeting (July 19) and agreed. Requested agreement as to inclusion or exclusion of existing care needs in presentation. Group in agreement for it to remain in PACE presentation ➤ GMcK advised individual organisations may have local requirements when implementing PACE and their local governance processes should be upheld. She emphasised that NIPEC only give the framework outline and the officers should build on this during awareness sessions and rollout 	
5	<p>Any Other Business</p> <ul style="list-style-type: none"> • August 19 action notes to be circulated and approved as amendment made. Once approved, can be uploaded • PACE and TNMD meeting dates scheduled were resent to members for ease of reference due to new officers in post and changes in locations/ dates <p><u><i>TNMD summary meeting</i></u> As only TNMD officers in attendance at PACE meeting, TNMD agenda and actions summarised due to time constraints. Main points include:</p> <ul style="list-style-type: none"> ➤ Update to TNMD work streams given ➤ DN NOAT discussed by Angela Reed (AR) during PACE meeting and full guidance given. GMcK to send group tally chart and guidance for DN NOAT process ➤ PACE research/ evaluation process discussed by AR during meeting and guidance given. LK to send group an 	<p>August 19 action notes to be circulated and approved post amendment</p> <p>GMcK to send tally chart and guidance for DN NOAT process to group</p> <p>LK to send excel template for TNMD officers to populate for PACE evaluation i.e. start date of</p>

	<p>excel sheet to complete to capture dates of implementation of PACE into adult ward settings within their organisation. ST forwarded a conflict of interest to AR during the meeting and AR to advise chief investigator (CI)</p> <p>➤ GANTT to be forwarded to TNMD officers for completion of October's PACE implementation into adult inpatient settings</p>	<p>implementation for each adult inpatient ward setting</p> <p>AR to advise CI of ST's conflict of interest in PACE review process</p>
	<p>Date and time of next meeting:</p> <p>Tuesday 26th November 2019, 10.30-12.30pm, Whiteabbey Hospital - Boardroom.</p>	

ACTION	Comment	Completed/Ongoing
Wednesday 24th April 2019		
Ideas for PACE branding to be forwarded to GMcK.		Completed
PACE support resources to be developed between May and June.		Ongoing
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	Ongoing
Wednesday 23rd October 2019		
August 19 action notes to be circulated and approved post amendment		Completed
GMcK to send tally chart and guidance for DN NOAT process to group		Completed
AR to advise CI of ST's conflict of interest in PACE review process		Completed
LK to send excel template for TNMD officers to populate for PACE evaluation i.e. start date of implementation for each adult inpatient ward setting		Completed

Actions from TNMD Meeting (summary meeting due to time constriction)

Wednesday 25th September 2019		
GMcK to forward further information in relation to DN auditing process.		Completed
JP and GMcK to meet in order to review PACE presentation comments and draft to be sent to group for comment.		Completed
Wednesday 23rd October 2019		
As above		