

PACE Facilitators' Meeting
NIPEC Meeting Room
Wednesday 29th January 2020, 10.00am – 12.30pm



Attendance:

Jane Patterson	TNMD officer (Chair)	SEHSCT	JP
Brighide Lynch	Research Associate	UU	BL
Juli Reid	PACE Facilitator	SEHSCT	JR
Ann Curran	TNMD officer	WHSCT	AC
Ann Taylor	TNMD officer	WHSCT	AT
Penny Moore	TNMD officer	WHSCT	PM
Sue Trouton	TNMD officer	SHSCT	ST
Gillian Craigan	TNMD officer	BHSCT	GC
Liz McCormick	TNMD officer	SEHSCT	LM
Amanda Malone	TNMD officer	SEHSCT	AM
Carol Ferguson	TNMD officer	NHSCT	CF
Alicia Dickson	TNMD officer	SHSCT	AD
Siobhan Kelly	TNMD officer	BHSCT	SK
Audrey Dowd	TNMD officer	BHSCT	AD
Margaret Kyle	TNMD officer	NHSCT	MK
Ruth Millar	Nurse Clinical Lead	Kingsbridge	RM
Lorraine Bell	PACE Facilitator	BHSCT	LB
Gillian McKee	Professional Officer	NIPEC	GMcK
Angela Reed	Senior Professional Officer	NIPEC	AR

Apologies:

Sharon Moffett	TNMD officer	BHSCT	SM
Greta Linton	TNMD officer	BHSCT	GL
Helen McClurg	TNMD officer	NHSCT	HMcL
Notes:	Lukasz Karpinski	NIPEC	LKa

Agenda Item	Notes	Action
1	Welcome, introductions and apologies GMcK welcomed members to meeting. Introductions given and apologies noted. Specific introduction to BL who was attending in relation to PACE evaluation.	
2	Notes of the previous meeting <ul style="list-style-type: none"> • revision of actions AR advised if nursing assistant senior nursing assistant (NA) is providing care, name should go into signature register record in the assessment booklet. Traceability to other records, where possible, should be provided as explained in Feb 2020 PACE presentation. CF highlighted need to ensure traceability to who has assisted someone with food (not necessarily recorded on a food chart). AR advised name of staff member	

	<p>who supports person with personal care should be recorded in the nursing documentation, if not recorded in other documentation. Apologies given by GMcK in relation to any confusion regarding signature and initial registration as it was her understanding that a clinical setting register was to be utilised to record NAs signatures, as well as the signature register in the assessment document for registered staff/ staff permitted to use this register. AR has advised that only the signature register in the person's record is for holding the signature/ initial register of people documenting as opposed to the utilisation of a setting held record.</p> <p>Record Keeping Practice Framework for Nursing Assistants was recognised by the members as the ideal way for recording of care by NAs however the challenge of all NAs having the opportunity of utilising framework recognised.</p> <p>Introductory PACE session on Wednesday 5th February 2020 highlighted again to group. LKa to send reminder to the group.</p>	<p>LKa to send reminder of the PACE Workshop on 5th February 2020 to the group</p>
3	<p>Update of work streams relating to PACE</p> <p>AR advised of need to link in one TNMD officer to EDs in order to support NOAT return to NIPEC for regional audit reporting. HSC trusts to forward name of officer</p> <p>AR revisited the DN pilot arrangements and timeline in relation to this, and PACE introduction. One team per locality per Trust to pilot DN dataset and also to introduce PACE to these areas. Two week test period and feedback by survey monkey. NOAT audit to be completed before and after pilot period. AR advised an email to be sent to DN leads regarding audit tool. Frailty raised as an important factor in DN assessment. LKa to send DN and Learning Disability (LD) contact information to TNMD officers.</p>	<p>HSC trusts to forward name of ED link (TNMD officer)</p> <p>AR to send an email to DN leads regarding audit tool.</p> <p>LKa to send DN and Learning Disability (LD) leads contacts to TNMD officers</p>
4	<p>Matters arising</p> <ul style="list-style-type: none"> Evaluative project <p>BL presented PACE research evaluation project and proposed methodology. Ethics processes highlighted and discussed. Principal investigators identified as assistant directors of nursing and had an input into organisational information document (OID). BL advised ideally one person per Trust to be a representative and this may be one TNMD officer. This will be confirmed in agreement with ADoNs. GMcK to speak with AR regarding plans of evaluation presentation to ADoNs. LKa to send evaluation presentation to the group.</p> <p>PM advised TNMD officers crucial in sustaining PACE in wards and looks forward to outcomes of evaluation.</p> <ul style="list-style-type: none"> Troubleshooting workshop <p>GMcK reminded the group of troubleshooting workshop on Tuesday 28th January 2020.</p>	<p>GMcK to speak with AR regarding plans of evaluation presentation to ADoNs</p> <p>LKa to send PACE evaluation presentation to the group</p>
5	<p>AOB</p> <p>Nil</p>	

	Next meeting: Wednesday 26 th February 2020, 10.30-5pm, Whiteabbey Hospital – Boardroom.	
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ACTION	Comment	Completed/Ongoing
Wednesday 24th April 2019		
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	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 20 th 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
Wednesday 29th January 2020		
LKa to send reminder of the PACE Workshop on 5 th February 2020 to the group		Completed
HSC trusts to forward name of ED link (TNMD officer)		Ongoing
AR to send an email to DN leads regarding audit tool		Completed
LKa to send DN and Learning Disability (LD) leads contacts to TNMD officers		Completed
GMcK to speak with AR regarding plans of evaluation presentation to ADoNs		Completed
LKa to send PACE evaluation presentation to the group		Completed