



Develop principles to enable safe, effective and person-centred Handovers within acute settings in Northern Ireland Project Steering Group

FIRST MEETING

June 21st 2017 from 10: 00 – 12:00 in Meeting Room, Second Floor, NIPEC, Belfast

Actions arising

Project Initiation Document		Actions
Draft document	<p>The draft PID was reviewed by those present and changes agreed.</p> <p>It was noted that the Project was to be completed by December 2017</p>	<p>BG to make amendments and circulate to the Project group</p> <p>BG to check Equality screening outstanding</p>
Membership	<p>Reviewed and agreed</p> <p>In attendance: Linda Kelly (LK), Bernadette Gribben (BG), Lynn Wightman, Marian Mulholland Ruth Bailie (RB), Josephine Matthews, Jane Patterson, Donna Keenan, Florence Mitchell Thomas Hughes (TH) ,</p> <p>Apologies : Debbie Goode</p> <p>Communications from : Rita Devlin RCN</p> <p>Not represented : QUB and Unision</p> <p>Not in attendance : Donna Gallagher</p> <p>To be added : front line staff to join project group</p>	<p>Trust representatives to nominate 1 front line staff per trust to join project group</p> <p>Contact details to be forwarded to Bernadette Gribben by 30/06/17</p>
Literature review	<p>Establish a small subgroup to review literature (RB TH & BG)</p>	<p>BG to confirm date in August for subgroup to meet.</p> <p>TH to provide information regarding regional trends /issues identified by RQIA</p>
Scoping tool	<p>Small subgroup to meet on 25 Jul 2017 from 1000 to 1200 in the Meeting Room, NIPEC</p> <ul style="list-style-type: none"> - To review Trust handover scoping tools - To agree a regional handover tool to pilot. 	<p>Trust representatives to confirm who will attend this subgroup by 21 July 2017</p>

	<ul style="list-style-type: none"> - To develop the approach to be considered by Project Group (e.g. number of sites, speciality etc. - To develop a tool to capture information regarding all other communications approaches (e.g. safety briefs) 	<p>LK to nominate SET Audit support to join subgroup</p>
Project Group meetings planned	<ul style="list-style-type: none"> • Monday 21st August 2017 from 1400 to 1600 in NIPEC (to review scoping tool and prepare for scoping activity • Friday 27th October 2017 from 1000 to 1200 in NIPEC • Thursday 14th December 2017 from 1000 to 1200 in NIPEC 	<p>BG to send out meeting invite</p> <p>All Project Group members will confirm attendance using outlook diary</p>