

Recording Care: Evidencing Safe and Effective Care Working Group Meeting

**NIPEC Offices, Belfast
Friday 5th May, 14:00 – 16:00hrs**

In Attendance:

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| Liz Campbell | Safe & Effective care manager | SEHSCT | LC |
| Jane Patterson | Patient Safety Officer | SEHSCT | JP |
| Karen Devenney | Senior Manager | BHSCT | KD |
| Jacqueline Rafferty | Nurse Development Lead | BHSCT | JR |
| Naomi Baldwin | Lead Nurse | NHSCT | NB |
| Michelle Burke | Professional Officer | NIPEC | MB |

Teleconference:

Anne Witherow, Chair
Penny Moore

Apologies:

Anne Marie Tunney
Susan Carlisle

Moira McCusker
Ruth Bailie
Margaret Marshall

| Agenda Item | Notes | Action |
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| 1 | Welcome and apologies AW welcomed everyone to the meeting. | |
| 3 | <p>Matters Arising</p> <p>Action notes of 1st February were agreed as an accurate record of the meeting</p> <p><i>Specialist Nurse records</i></p> <p>AW updated the group on the agreement at SG to bring work on the nurse specialist records forward to year 1 of the project plan. An expert reference group (ERG) needs to be set up, aim for early June.</p> <p><i>Adult record review</i></p> <p>Correlated feedback from all 5 trusts was tabled. AW asked the group to review. Discussion followed, AW advised that this would be discussed in more detail at the upcoming ADN meeting on Monday 8th May 2017.</p> <p><i>Abbreviations policy audit tool</i></p> <p>AW gave back ground on the abbreviations policy. Brenda Devine will take work forward on the policy and audit tool. No longer part of the WG.</p> <p><i>Update on MH pathway</i></p> <p>MB updated on this work stream. The shortened record has been amended following second round of testing. To be piloted electronically on PARIS system at WHSCT. The wellbeing plan as yet to be finalised.</p> | <p>AW to formally write to HSC Trusts for representatives</p> <p>Remove from agenda</p> |
| 4 | <p>Feedback from Steering Group</p> <p>Chair fed back on Steering Group under the agenda items</p> <p>MB informed the group that the Terms of Reference (TOR) of Steering</p> | <p>MB to circulate</p> |

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| | Group, report and phase 3 project plan were now available. | |
| 5 | <p>E-record</p> <p>Chair updated Claire Buchner overview provided at SG. The outline business case for the EHCR was in the process of being finalised. Concerns have been raised by organisations relation to funding into the future.</p> | |
| 6 | <p>Standards for Person Centred Record Keeping Practice review</p> <p>AW and AR discussed with Rita Devlin RCN regarding endorsement. Minimal amendment's required, now in the process of endorsement.</p> | <p>MB inform group when endorsed</p> |
| 7 | <p>Work streams for WG S1</p> <p><i>Children's Record Production</i></p> <ul style="list-style-type: none"> • <i>Regional procurement</i> <p>Delayed as waiting on updated risk assessments and cancelation of last WG. No comments from electronic circulation of records to WG. Ready for regional procurement once production of continuation booklet completed.</p> <ul style="list-style-type: none"> • <i>Insertion of PACE into regional record</i> <p>MB recapped on the expression of interest from the children's ERG for the spread of PACE to be extended to the paediatric inpatient settings.</p> <p>It was agreed that PACE principles would replace the current care plan section, format to be agreed. AW strongly advised a clear understanding and implementation plan in place. The scope of the spread plan covers children's inpatient. One trust has recruited their children's ward to the next cohort of spread.</p> <p>Members of WG to communicate with children's leads from the ERG the plan for the insertion of PACE into the record and the requirements for spread as per the spread plan.</p> <ul style="list-style-type: none"> • Scoping of short stay units <p>MB update on the scoping process of the types of short stay units in each trust. 2 out of the 5 trust had sent feedback, await the other 3.</p> <p>AW advised that this piece of work requires scoping and briefing paper.</p> <p><i>Emergency Department record</i></p> <p>MB provided an update. The record had been to SG then reviewed by ADNs, comments had been addressed and the required small changes made. This would now be re circulated to the ED ERG and agreement on the implementation process sought. The recording of the nursing contribution on the ED flimsy was to be incorporated in this process. AW advised that affirmation needs to be sought prior to implementation.</p> <p>This record was agreed as cleared for process for regional procurement.</p> <p><i>Learning Disabilities (LD) Record Production</i></p> | <p>MB to send to AW – 2 weeks</p> <p>•</p> <p>ALL to liaise with children's leads</p> <p>MB to send reminder, remain on agenda</p> <p>MB to discuss with AR</p> <p>MB to circulate to ED ERG and agree process</p> <p>MB to send to AW 4-6/52</p> |

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| | <p>MB provided an update. Discussion followed regarding the format of the record either booklet or 'loose' sheets. It was agreed that 'loose' sheets would best suit the LD care setting, this was the expressed requirement from the LD ERG. AW advised from a governance perspective 'loose' sheets were not ideal however will take the guidance from the LD ERG, it would need signed off by SG</p> <p>The implementation process needed to be agreed with the LD ERG, this would include care planning and discharge planning.</p> <p>Scoping was in progress regarding the needs of those clients that requireD a short episode record</p> <p><i>Care Planning</i></p> <p>MB updated on the recent champions meeting and the expression of interest in further meetings. It was felt this would be valuable.</p> <p>MB reported from the facilitators the need to re-measure pilot wards, it was agreed that this was required and could be organised through the facilitators meetings.</p> <p>An update was given from the group on current trust positions of spread with the exception of SHSCT.</p> <ul style="list-style-type: none"> ○ PM advised that practice educators were involved in the spread. ○ KD reported that there would be no further spread in BHSCT due to the testing of 'nerve centre' ○ NB updated on NHSCT progress, they were not at spread stage yet, and recently commenced one pilot ward, another would follow shortly. ○ JP updated on the progress of electronic testing of PACE in the SET. <p>• <i>Spread plan</i> Reviewed by the group and signed off.</p> <p><i>NOAT</i> MB update on the progress of the short NOAT explanatory notes, these would be circulated to the group for electronic sign off. AW advised that the guidance was welcomed.</p> <p>MB reported that the larger tool – NOAT revision was complete, this would require testing and development of functional and explanatory guidance.</p> | <p>AR to put on SG agenda</p> <p>Remain on agenda</p> <p>MB to explore future meetings</p> <p>MB put on agenda of facilitators group</p> <p>MB to circulate to group</p> <p>MB to arrange testing</p> |
| <p>8</p> | <p>Any Other Business <i>Standards Group</i></p> <p>Convening of this group will be raised at the SG meeting</p> <p>AW advised that this would be her last Recording Care Working group</p> | <p>AR to put on SG agenda AW to discuss</p> |

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| | meeting and thanked everyone for their contribution. The group returned these good wishes. | with AR new chair |
| 9 | Date and time of next meeting: Friday 30 th June , 14:00-16:00 , NIPEC Building , Belfast | |

| ACTION | Comment | Completed/On going |
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| AW to formally write to HSC Trusts for representatives | Representatives for specialist nursing | |
| MB to circulate | Report , phase 3 plan , SG TOR | |
| MB inform group when endorsed | Standards document | |
| MB to send to AW – 2 weeks | Children’s record and continuation booklet | |
| MB to send reminder, remain on agenda | Children’s short stay scoping | |
| MB to discuss with AR | Children’s short record , briefing paper & scoping of work | |
| MB to circulate to ED ERG and agree process | Outline changes , agree implementation process | |
| MB to send to AW 4-6/52 | ED regional procurement post ED ERG r/v | |
| AR to put on SG agenda | LD record format | |
| MB to explore future meetings | PACE champions | |
| MB put on agenda of facilitators group | Re-measuring of pilot wards | |
| MB to circulate to group | Short NOAT explanatory notes | completed |
| MB to arrange testing | NOAT | |
| AR to put on SG agenda | Convening of standards group | |
| AW to discuss with AR | Replacement chair and deputy chair | |