## Recording Care: Working Group

## 29<sup>th</sup> January 2019, 14:00 – 16:00hrs Meeting Room, NIPEC and by teleconference Teleconference details:

All participants must dial extension **36 1551** from an internal Cisco phone or **028 9536 1551** from outside organisation to access the teleconference.

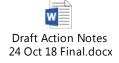
When prompted, participants must enter 336 1169 followed by a # to join the teleconference instantly.

## **AGENDA**

## No. Agenda Item

**Associated Papers** 

- 1 Welcome and apologies
- 2 Notes of the previous meeting



- **3** Matters Arising
  - Adult record
    - > Printing numbers of adult record
    - > Old stock levels
    - > Use of PACE document only
    - Cost savings
  - Scale and spread project
- **4** Feedback from Steering Group
  - MH pathway update
  - Project Plan
  - PACE facilitators workshop
  - Update from Claire Buchner re: Encompass
- **5** Encompass Update
- **6** Work streams for working group
  - Short stay workshop
  - Children's improvement work
  - Emergency Department record and improvement work
    - Use of 'flimsy'
    - Records governance on ward transfer
  - Learning Disabilities record and improvement work
  - Care Planning
    - PACE facilitators workshop feedback: repetition and retrospective record keeping practice
  - NOAT
- **7** Any Other Business
  - Inclusion of handover principles
- **8** Date and time of next meetings:-

Friday 15 March 2019 at 10.00am-12.00md Thursday 16 May 2019 at 10.00am-12.00md Thursday 25 July 2019 at 10.00am-12.00md Friday 6 Sept 2019 at 10.00am-12.00md Wednesday 27 Nov 2019 at 10.00am-12.00md