Attendance
Brenda Creaney, Belfast HSC Trust (Chair)     BC
Christine Goan, RQIA        CG
Lynn Fee, Southern HSC Trust       LF
Elizabeth Graham, Northern HSC Trust      EG
Moira Mannion, Belfast HSC Trust       MM
Cathy McCusker, NIPEC, (Project Lead)       CMcC
Siobhan McIntyre, PHA/HSCB       SMcI
Sharon McRoberts, South Eastern HSC Trust    SMcR
Annetta Quigley, Western HSC Trust        AQ
Dr Vinod Tohani, NIPEC Council Member     VT
Maryna Wylie, Northern HSC Trust       MW

Apologies
Donna Connell, University of Ulster
Roisin Devlin, Royal College of Nursing
Linda Johnston, Queens University Belfast
Caroline Lee, DHSSPS
Brendan McGrath, Western HSC Trust

Action Notes

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<th>Item No</th>
<th>Notes</th>
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<td>Welcome and introductions</td>
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<td>Brenda Creaney welcomed everyone to the first meeting. All members present introduced themselves as to their name, job role and the organisation they were representing on the group.</td>
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<tr>
<td>2</td>
<td>Apologies</td>
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<td>Apologies as noted above.</td>
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3 **Background to the project**

Brenda provided the background to the project and advised members that the Chief Nursing Officer and the Director of Nursing and AHPs at the Public Health Agency asked NIPEC to lead the development of an advanced nursing practice framework for Northern Ireland in order to provide a consistent approach to the introduction, ongoing development and sustainability of these roles.

4 **Summary of existing work**

Cathy McCusker delivered a presentation, which was also tabled, to the group on the existing work in relation to advanced nursing practice, covering United Kingdom, International Council of Nursing and Royal College of Nursing. Cathy to email presentation to group members. Siobhan McIntyre offered to email Cathy core competencies developed for neonatal course delivered in Manchester, for circulation to members. Cathy to email pdfs of existing work in UK countries to Steering Group members. Once the NI framework is developed and approved by the Chief Nursing Officer, it can be forward to NES to sit on the advancing nursing practice toolkit website.

5 **Draft project plan**

Brenda asked members for their comments and feedback regarding the draft project plan. Following discussion these amends were agreed:

- Last sentence para 2.6 to be revised to reflect that the need is wider than just TYC agenda
- Include in the objectives a reference to succession planning
- Make a recommendation in the final report regarding the need to review the funding requirements for advanced nursing practice posts
- Phase one is sufficient to develop the framework. The specific competencies related to phase two should be developed by service with education in relation to the specific advanced practice programme. In addition, the Assistant Directors of Nursing (education leads) at the various Transforming Your Care workshops have already identified the areas where advanced nursing practice roles are necessary.

- **Membership**
  - include representation from NIMDTA – email has already been sent to the Chief Executive – Cathy to follow-up.
  - it was agreed that Cathy should try to once more seek Patient Client Council (PCC) membership on the Steering Group.
Christine Goan agreed to follow this up through her links with PCC.
- RCM had been invited – Cathy had emailed Breedagh Hughes and had had a follow-up conversation with Mary Caddell who was happy that RCM would not be involved at this stage but would wait until a consultation phase.
- Check if Ulster Head of School would also want a seat on the Steering Group.

- **Timeframe**
  Group members agreed to have 8 weekly meetings with the aim of completing the project in June 2014

- **Terms of reference**
  Update as follows:
  - List membership
  - quorum of 50% of members present to hold the meeting
  - revise the third bullet point to include engagement with key stakeholders.

Brenda asked Group members to share the project plan with their senior nursing colleagues, Executive Director of Nursing and other relevant persons in the organisations they are representing and provide any feedback to Cathy by 10 working days (30 October 2013).

General points to be considered when developing the framework:

- the advanced nursing practice framework is a professional framework, it is not about filling a service gap
- the Framework will apply to all existing advanced nursing practice roles and new roles
- the framework will offer governance around the development of the advanced nursing practice role
- the Chief Nursing Officer agreed that the proposal for the development of an advanced nursing practice programme, at masters level, for emergency nursing would not supercede the development of this Advanced Nursing Practice Framework
- it takes approximately 3-5 years to commission and get an advanced nurse practitioner through a masters level programme and about 3-4 years for an advanced nurse practitioner to grow into their role
- Caroline Lee to keep AHP colleagues in DHSSPS informed about the work of the project
- Brenda will provide feedback on the progress of the project at the CNO and Executive Nurses meeting.
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<th><strong>Next steps</strong></th>
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<td>Cathy to make agreed revisions to project plan and terms of reference and re-circulate.</td>
<td>Sub-group comprising Lynn Fee, Elizabeth Graham, Moira Mannion and Cathy McCusker to work up a draft definition of advanced nursing practice for consideration by the Steering Group, at the next meeting.</td>
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<td>Cathy to make an online discussion forum available to assist Group members to make comments on documents etc.</td>
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<td>Next meeting 12 December 2013 at 1pm lunch to be provided.</td>
<td>Cathy to circulate dates for further Steering Group meetings in February, April and June 2014.</td>
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<td><strong>Any other business</strong></td>
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