1. **Welcome and apologies**

Lesley Barrowman (LB) welcomed everyone to the meeting and in particular Annette Taylor who was replacing Alice McHugh on the Project Group. Apologies were made as above.

LB stated she was pleased with the progress made since the last meeting and there was a lot to update members on. She referred members to their papers, which contained an amended agenda and notes of the previous meeting, together with a number of papers relating to items on the agenda.

2. **Notes of previous meeting held on 17th July 2007**

The notes of the 5th meeting of the project group held on 17th July 2007, previously circulated and tabled at today’s meeting, were agreed as a correct record.

3. **Matters Arising**

3.1 **Meetings with key contacts**

Nikki Walker (NW) advised members of meetings held with project groups, adding that she had still to meet with groups in the Western and Belfast Trusts. NW reiterated her offer of help and advice to all Trusts as they begin to schedule awareness sessions and roll out the mapping process.
3.2 **Meetings with Education Leads**

LB advised that she and NW had now met with all the Education leads to update them on the work of the project and volume of work to be undertaken.

LB advised that agreement had now been secured with all Trusts to use the HRMS database as the register. She added that as each Trust used the HRMS to varying degrees, there will be some difficulties to overcome but it was good that an agreement had been reached so the work to develop the register could progress.

LB advised that regular updates would be sent to Education leads, the first of which was sent in July. The updates would also be copied to Executive Directors of Nursing in each Trust.

3.3 **Feedback on Curriculum development**

LB updated members that Universities were starting to work on the documentation to support the new programmes. A meeting with Universities has been arranged for the afternoon of 10th September, following the scheduled Project Group meeting in the morning, to discuss the draft documentation. LB asked that this be emailed to members prior to the meeting. She stressed to members the importance of their attendance at this meeting as this was the opportunity for them to give their views and comment on the programme at its development stage. LB added she had sent Universities a copy of the Underpinning Principles developed by the Project Group to enable these to be addressed.

LB referred to an NMC Circular (17/2007) contained in members’ papers, which provided clarification for introducing the new Standards. In spite of initial concerns regarding the Circular and the timetable for implementing the new programmes, LB assured members this contained nothing new. A letter had been forwarded to the NMC advising them of the Project Group’s work, and in their response, the NMC had given no indication of any difficulties.

3.4 **Feedback on Mapping Tool and Guidance Pilot**

NW thanked everyone involved in the pilot, adding that the feedback received had been very useful in helping to shape the final documentation.

NW advised that 20 mentors/sign off mentors, 10 practice teachers and 2 managers from each Trust had been requested to participate in the pilot. 26 responses had been received and in general feedback was good. The length of time taken to complete the mapping tools had varied from 15 minutes to $3\frac{1}{2}$
hours.

The main changes to the mapping documentation made as a result of feedback received included: reducing repetition in the guidance; developing a separate document giving guidance for managers; clarifying the mapping process for mentors and practice teachers; simplifying instructions on forms; and reducing overall size of documentation.

NW advised that guidance for Trusts and managers/professional leads, together with the amended guidance and mapping tools and a template presentation for adaptation by individual Trusts, had been distributed on 6th August. However, some minor amendments to the sign off form within the Midwifery document had since been identified and a revised document will be issued on 15th August.

Discussion on placements for pre-registration and post-registration students ensued. NW agreed to check with Universities if any additional placements had been identified for pre-registration students. NW advised that she was in discussion with Donna Gallagher, Open University, to ensure they advise of the location of their placements.

LB clarified for members that, with the exception of specialist community public health nurses, the NMC minimum requirement for specialist practice community nursing is for Trusts to meet the sign off mentor standards. However, where registrants have completed a practice teacher programme provided by the University of Ulster, and had continued to supervise and assess students, it would be appropriate for these registrants to be mapped against the practice teacher standard.

Barbara Bradley (BB) took members through the template presentation, which had been developed as a tool for Trusts to use in their awareness sessions. BB added that this will ensure consistency in the information being given to mentors and practice teachers but can be personalized by Trusts.

LB clarified for members that the mapping exercise was always intended to be a ‘one-off’ exercise. LB added that it will be necessary for a date to be agreed for the mapping process to be completed.

LB clarified for members that the NMC Standards does not refer to Return to Practice or Overseas Nurse Programmes. However, it was considered it would be good practice for the NMC Standards to be applied in relation to these programmes.

LB concluded by taking members through the guidance and mapping tool documentation, and it was agreed that, subject to some final minor amendments to the Midwifery document,
members were happy with the final product. LB thanked everyone for their hard work in developing this important documentation.

3.5 Feedback from Independent Sector

LB advised she had been in contact with Shirley McClean but as yet had been unable to secure a date and time to meet with the IHCP. LB added that a spreadsheet will be developed by NIPEC for nursing homes to use if they wish. Link lectures should be able to access details of mentors and practice teachers from the spreadsheet. LB added that contact was being made with Four Seasons and Southern Cross, but there are a number of smaller independent homes where mapping would require to be addressed.

In light of the ongoing difficulties, LB has written to Universities recommending that they deal directly with the nursing homes in which they wish to place students. LB agreed to advise Phelim Quinn, RQIA, of this.

Marie Nesbitt advised that they were due to commence an overseas nurse programme in September 2007, and would be visiting 14 homes used as placements, to undertake the mapping process. Marie agreed to keep NW advised of which homes were visited.

3.6 HRMS

NW advised members she had met with Brendan Maguire on 8th August to discuss the practicalities of using the HRMS for the register, and to obtain his views. NW advised it has been recommended that the register sits separately from the nursing section, but would be linked so that information would be automatically transferred. Discussion ensued regarding HRMS and how up-to-date this is regarding changes in staff and their work location. It was felt that an additional field should be included to advise when staff were on long term leave (eg. maternity, career break), to allow Universities to know who is available as a mentor or practice teacher.

NW advised that DIS will bring a proposal to the HRMS liaison group in September, and it is hoped testing could be carried out at the end of September/beginning of October, allowing roll-out of register to begin in October 2007. It was agreed the database sub-group would discuss what training will be required for staff in the use of register section, although it was recognized that training in the use of HRMS remains the responsibility of DIS and Trusts.
4. **Update from Trusts**

LB confirmed that money had been provided to each Trust to appoint a project officer to assist in this work. The post was at Band 7 and would run until the end of March 2008.

4.1 **Belfast HSC Trust**

Lynda McCall reported they were due to meet next week and NW was to attend this meeting. They propose to raise awareness through speed learning and were on target regarding the mapping process.

4.2 **Southern HSC Trust**

Margaret Marshall reported they were holding awareness sessions in August and September and plan to complete the mapping process by week beginning 10th September.

4.3 **South Eastern HSC Trust**

Ida Foster reported that managers had been updated and dates set for awareness sessions. She added they had commenced the mapping process.

4.4 **Northern HSC Trust**

Marie Nesbitt advised that speed learning dates had been arranged from end of August to end of September. Interviews for the project officer were due to take place next week.

4.5 **Western HSC Trust**

Annette Taylor advised she had been briefed by Alice McHugh and reported that the mapping process was progressing well.

4.6 **Education providers**

Karen Murray reported they would be meeting on Monday, 20th August to commence drafting the necessary documentation for curriculum development. She agreed to forward the draft to LB as soon as possible and before the next Project Group meeting if possible.

4.7 **Independent Sector**

No-one from the independent sector was present to provide an update.
5. **Feedback from Sub-groups**

5.1 **Mapping Sub-group**

The group confirmed that Trusts are developing systems to make the guidance and mapping tools available to managers and registrants.

The group felt it was important that Trusts have systems in place to secure the completed mapping documentation until this information is keyed on to the electronic register. The group also felt it important for Trusts to establish and clearly identify what support mechanisms they have in place for mentors and practice teachers. In preparation for planned awareness sessions, the group requested clarification about mentors records.

5.2 **Database Sub-group**

The group discussed the register, including: database fields required, draft generic policy for developing and implementing the local register; training required for data inputting personnel; and possible training proposal for DIS. The group also raised issues relating to the register once the mapping exercise had been completed.

NW agreed to seek clarification from Liz Bannon on the ‘other courses’ section on the database. As discussed earlier, the group agreed that a field should be added which indicates whether a mentor or practice teacher is available or not available. A draft policy will be forwarded to the Project Group for comment, following which it would be sent to education leads and the Steering Group. It was also agreed that Marie Heenan should be asked to review the fields for the database.

5.3 **Programme and Records Sub-group**

The group discussed record keeping of mentors and practice teachers. Members agreed to seek information on the current position within their own organizations and bring this back to the next meeting for further discussion.

6. **Any other business**

6.1 **Project Group work programme**

LB referred members to the Project Group’s work programme and highlighted those tasks now completed. In relation to the completion of the mapping process, LB advised that NW would write to education leads seeking confirmation they were on target to achieve this by mid-September 2007.
7. **Date and time of next meeting**

Members were provided with a list of future dates in their papers.

LB confirmed that the next meeting of the Project Group would be held on Monday, 10th September 2007, at 10.00 am in the Council Room, NIPEC, Centre House, 79 Chichester Street, Belfast.

There will also be an afternoon meeting from 2 to 4pm with representatives from Universities to discuss the development of programmes of preparation for mentors.