



**11th October 2006,
St Johns, Livingston
11am - 3pm**

1. Present and apologies

Present:

Madge Balfour, Marie Carey (afternoon), Jane Christie, Fiona Cook, Dilly Court-Brown, John Garrity (For Robert Cowan) Mae Fallon, Ann Marie Hawthorne, Irene Lavery, Mark Lees, Jo McCallum, Debbie McCraw, Ansley McGibbon, Stephen McGinness, Karen Percival, Caroline Scott, Linda Sinclair

Apologies received from:

Diane Alcock, Laureen Allen, Dorothy Armstrong, Penny Bond, Moira Brown, James Cassidy, Kate Coccozza, Robert Cowan, Ailsa Espie, Marianne Fairley, Lorraine Forster, Colette Grieg, Kevin Hurst, Joyce Jeffery, Linda Kerr, Lorna Milton, Nahida Hanif, Cathy Pollock, Ann Rae, Mags Simpson, Kim Smith, Karen Spiers, Ria Tocher, Judy Taylor, Helen Walker, Rhona Wallace

Fiona Cook welcomed everyone to the meeting and expressed thanks to Mark Lees and Deborah McCraw for hosting the meeting and providing hospitality.

Round table introductions were given by all.

Fiona Cook introduced the format of the meeting. As James could be present it was agreed that the treasurer report would be attached to the minutes. It was noted that in the future the conference would be included in the Vice Chair report but as Diane Allcock could not be present this time it was tabled as a working group. The PD module development was also added as a working group.

3. Minutes from meeting 20th July 2006 Add Joyce Jeffery to those present otherwise accepted.

4. Update from working groups

Evidencing Practice:

The group were preparing for a workshop at the Enhancing Practice Conference on 18th October 2006. Also a draft for publication was underway.

HEI Information:

Fiona discussed her presentation for HEIs which was 'road tested' on 4th year nursing students at QMUC. Fiona will be discussing further developments with Mark Lees and Irene Lavery; more feedback at the next meeting.

Practice Development Toolkit:

Carline reported that finance from FONS had not been forthcoming; however they still had links with John Driscoll from DPN who could help with this. There is a lot of information to add to the tool kit. The website work would incur some expense which is to be costed; more developments next meeting.

It was suggested that the Centre for Change and Innovation have a good toolkit. Their website can be accessed via www.PPDNF.org

Steven Mc Guinness asked how the PPDNF was funded which provoked useful discussion.

Fiona Cook explained that the Forum had never asked the membership for money but had raised funds from the conference. There was a need to consider other fund raising ideas.

Steven suggested that sponsorship from the drug industry may cover

catering and venue for the conference, Reservations were expressed but Steven proposed that criteria were agreed that everyone was comfortable with. He agreed to help with this.

Conference:

Fiona Cook reported on behalf of Diane Allcock that there had been no meeting but there had been email discussion about venues and dates.

Diane Alcock had approached Brendan McCormack who was delighted to be asked to speak and is available 24th or 25th October 07.

There are two potential venues:

- Stirling on 24th Oct 07- no cost, parking in surrounding streets sometimes difficult
- St Johns Lecture Theatre and 2 breakout rooms £400, parking £1 per person

It was agreed that Stirling would be the best; Karen Percival would let Diane know so that she could confirm with Brendan

Fiona asked that the forum bring ideas for conference speakers to the next meeting.

Practice Development Module

Karen reported that there had been one meeting so far and another one planned to do values clarification

5. Open Forum discussion

Those present shared developments in their areas of practice

Steven McGinness submitted a project in Mental Health to Scottish evidence into practice awards and won £10k, others won £1k. This was important recognition for PD innovation; the project involved patient safety relating to photo ID and medication giving; a new intervention that has reduced errors.

As a result of the national review of Mental Health Services some care planning issues and psychological interventions at ward level are being addressed, particularly in relation to borderline personality disorder

Madge Balfour is involved in training support workers in the care of people undergoing chemotherapy

Mark Lees & Debbie McGraw noted that the Scottish Early warning system audit plus staff satisfaction is identifying training issues.

An induction programme for NHS Lothian is being developed

Nutrition Training is evaluating well

Record keeping open learning pack and study day is to be advertised around NHS Lothian.

NHS Lothian generic session for accountability is being developed for all those doing clinical skills

They have been approached by an external agency to deliver clinical skills and child protection.

Jo McCallum involved in older people services values clarification, which was successful Mental Health and frail elderly are sharing skills through a training programme. Guideline development for older people is underway

Karen Percival is involved in the development of a guideline policy for the transfer of seriously mentally ill.

New PD Nurse has been recruited from London and starts soon.

Looking to appoint G grade to deliver Borderline personality disorder training - first level intervention for all staff groups.

Caroline Scott is involved in developing research capacity in West Lothian; looking at a model and areas of potential. An example of a research study: Interaction with palliative care patients in community who use a syringe driver.

There is a Lothian, Borders and Lanarkshire research interest group.

Caroline carried facilitated 'visioning' in East Glasgow CHCP looking at how working together and networking with work.

She is working with Fiona to develop a poster 'Evaluating PPDNF' for Enhancing Practice conference next week

Mae Fallon is looking at protected mealtimes for patients. She is also developing a policy & protocol for team -led discharge on the non-acute side

Linda Sinclair is developing competencies in critical care for nurses in first 6months and them those from 6 months to a year.

Competencies for blood transfusion are due January

Developed clinical supervision group for Oncology nurses, promoted clinical supervision in national oncology programme, has links with strategic clinical supervision group in NHS Lothian.

Irene Lavery is in the process of merging Lothian Leadership (LEO) with that of the Institute of Leadership Management. The Programme will be longer but it gains accreditation.

Return to practice programme continues and at present SEHD still wish to invest.

A CPD framework is being developed in collaboration with Napier and QMUC. It is based on Benner's work.

Anslie McGibbon is developing a single system induction and clinical skills programme.

RCN Leadership programme still runs but licensing fees and agreement are approaching renewal.

A regional Transformational Leadership programme for managers is being piloted in Glasgow, Lothian, Forth Valley and Borders.

Dilly Court-Brown is now full time working with locality based district nurses, school nurses and community mental health nurses. Induction is being developed. There is a clinical governance group looking at record audit and evidence-based practice.

Ann Marie Hawthorne circulated RCN manifesto for next year. She is working with SIGN council looking at how nurses influence the identification, development and evaluation of SIGN guidelines.

The next Quality Improvement Network is 2nd November 2006. All welcome

John Garrity spoke of the BSc Interprofessional practice that runs at Bell College

Jane Christie is approaching the end of first year PhD study looking at person-centeredness in hip fracture care. Her approach is action research.

Fiona Cook is developing CPD framework across Lothian and standards to audit CPD. She is lead for CPPD team working with Napier looking at compassion. Fiona continues to run 5 Action Learning sets. She is teaching at QMUC which is income generation and a useful link.

6. Feedback from Chairperson and committee members

Chairperson:

Fiona Cook reported that Brendan McCormack has asked if PPDNF were interested in helping him (along with others) to tender for a three year project to develop 'A Network Supporting Learning and Practice Development in the Care of Older People'; more information can be found at:

<http://www.nes.scot.nhs.uk/documents/news/ITT040906.pdf>

It was agreed that PPDNF would say yes to the next stage and find out more about what this collaboration would mean.

Fiona is chairing a session at the Enhancing Practice Conference on Friday 20th October. PPDNF have been asked to organise heather favours for each setting at the conference dinner.

Fiona proposed that the format for afternoons at the forum is used differently; today a document is to be reviewed and another alternative is to do book reviews

Recommended: a fun, helpful book with pictures:

McGee, P (2006) SUMO Shut up, move on Chichester: Capstone Publishing Ltd

Fiona reported that Diane Allcock has raised the question of whether committee members have to stand down after a period of 4 years in office. Diane will present a paper outlining key issues at the next meeting.

Kate Lambie has now retired. If anyone would like to contribute to a gift, Mae Fallon is organising a collection. This will be presented to Kate at the Action Learning Set Evaluation on 6th December 2006.

Fiona reminded everyone that it is the PPDF 10th birthday next year. It was agreed that the conference may be the best way to celebrate and founder members should be invited to come.

Vice Chair

Diane Allcock was unable to be at the meeting. Feedback from conference was addressed under working groups

Treasurer:

James Cassidy was unable to be at the meeting. Next treasurer report will be at the meeting in January 07

Website secretary

Caroline Scott reported the website stats for July-Sept 2006:

July 06
341 visitors
487 visits

August 06;
417 visitors
621 visits

September 06
425 visitors
599 visits

In September, the most popular pages (apart from the main page) were the notice board, McCormack presentation from the 2006 conference and the risk management pages, as well as the January 06 minutes

Access to site:
65.7% of pages accessed directly (typing in or bookmarks)
29.5% through search engines
4.5% of pages were accessed through links from other sites, including FoNS, RCN and NHSQIS.

In September the average visit length was 125 seconds. 8.6% of visitors spent more than 5 minutes on the site.

The top 10 countries visiting the site in September were (bearing in mind that some UK visitors will be interpreted as being US-based by the software):

USA	UK
Canada	EU
Australia	Germany
Sweden	New Zealand
Hong Kong	Switzerland

Secretary:

Jane Christie reported that the membership of the forum at October 2006 is 185

10 new members have joined the forum since July 2006. Members join exclusively through the website and have heard about the forum from the following sources:

- 5 forum member
- 1 from show site
- 4 internet search

2 people who work in England have joined the mailing list

Practice Educator, NHS24 wishes to join the PPDNF but has left no contact details. Jane will ask Susan Begg if she can make contact with this new member.

10 members have email address that are no longer accepting mail have been sent letters asking them if they still wish to be a member. As a result 1 member has updated information on the database, 4 were recognised by those present who will make contact asking them to update their details. 5 have not replied and it was agreed they

should be removed from the database.

Now Data protection issues have been addressed database is circulated to all members quarterly. Members are asked to email PPDNF secretary to confirm that information held is correct or advise of change of details. 9 members have done this to date.

The updated constitution has now been circulated and is also available from the website

It was noted that recently there have been two AHP's attending forum meetings and although they have felt very welcome neither are members at present. Jane asked the forum what they wished her to do should AHP's wish to join the forum. The constitution at present indicates that membership is exclusively for nurses. This provoked useful discussion and it was agreed that it would not be in the spirit of the forum to exclude anyone. It was agreed that a values clarification exercise was needed in the near future may help to help address this.

Action Learning

Next Action Learning Set is 1st November 2006 10.00 to 15.00 at QMUC and Action Learning Evaluation is 6th December 2006,

10.00 to 13.00 at Southern General Hospital. This will be followed by Christmas lunch

The PPDNF are proposing to start a third Action Learning Set and Joyce Surfleet has agreed to facilitate this. There are 8 members who have expressed interest in joining a set they are warmly invited to join the evaluation on 6th December 2006 when dates and venues for next year will be agreed.

If you wish to participate in Action Learning please contact Jane Christie. The criteria for joining are:

- You must be a member of the PPDNF
- A place must be available (max 8/10 per set)
- You must have commitment to Action Learning for 9 months
- You must commit to attend meetings as this is considered essential (It is acknowledged that occasional meetings have to be missed)

7. Modernising Nursing Careers: The Implications for Practice Development

Document available at:

<http://www.scotland.gov.uk/Publications/2006/08/31120554/0>

The group considered the impact of this documents and how PPDNF could be involved. It was agreed that this was a useful process. Fiona plans to write to Teresa Fyffe to enquire if PPDNF could be involved in the way forward.

8. Any other Business

PDU at Quality Improvement Scotland have no PD Lead at present. There is a network meeting on 9th November 2006

Fiona thanked everyone for attending and contributing to what had been a constructive meeting and wished them a safe journey home.

9. Date of Next Meeting

Thurs 18th January 2007

Time: 11.00 to 15.00

Venue: Easterhouse Medical
Centre

Host: Diane Allcock

10. Dates of Future Meetings:

Thurs 19th April 2007 AGM

Time: 11.00 to 15.00

Venue: Ayr

Hosts: Anne Fairlie, Moira Brown,
Karen Percival

9th August 2007

Time: 11.00 to 15.00

Venue: tbc

Host: tbc

8th November 2007

Time 11.00 to 15.00

Venue; St Margaret's Hospital
Dunfermline

Host: Madge Balfour

7th February 2008

Time: 11.00 to 15.00

Venue: tbc

Host: tbc

8th May 2008 AGM

Time: 11.00 to 15.00

Venue: tbc

Host: tbc