



11th September 2008, 11am – 3pm
NHS24, Norseman House, Ferry Muir, South Queensferry

1. Welcome and introductions

Fiona Cook welcomed everyone and expressed thanks to Fiona Murdoch and Susan Begg for hosting the meeting and providing hospitality. A warm welcome was extended to guest speaker Teresa Shaw, Chief Executive of the Foundation of Nursing Studies (FoNS). Fiona outlined the format of the day and there were round table introductions given by all.

2. Present and apologies

Present: Diane Allcock, Susan Begg, Penny Bond, Jane Christie, Fiona Cook, Moira Brown, Dilly Court Brown, Caroline Dickson, Mark Lees, Fiona Murdoch, Jackie McKeich, Teresa Shaw, Helen Walker, Rhona Wallace

Apologies: Armorel Allen, Madge Balfour, Lorna Cameron, Marie Carey, Katrina Deas, Ailsa Espie, Anne Fairlie, Susan Hannah, Ronald Johansen, Linda Kerr, Bernadette Kerry, Irene Lavery, Elaine McKinlay, Jean McQueen, Lynne Murray, Karen Percival, Chris Rodden, Mary Shields, Helen Skinner, Ann Simpson, Linda Sinclair, Judy Taylor, Vicky Thompson, Ria Tocher, Marjorie Watson

3. Minutes from previous meeting 8th May 2008

Add Katrina Deas apologies for previous meeting; otherwise minutes were accepted as correct

4. Matters arising

Following the last meeting, Jane had emailed the membership and there had been no reservations expressed regarding the PPDNF establishing a president position. As a result, it was overwhelmingly agreed that this was the way forward. Amendments be made to the constitution and brought to the next meeting for agreement. There would be a process of transition involving exploration and scoping of the president role; ideas would be brought to the next meeting.

There had been no reservations about the proposal to establish two additional committee members. Amorel Allen and Judy Taylor had expressed interest in these roles. It was proposed and agreed they become committee members forthwith.

5. Reports from committee members

5.1. Chairperson's report (Fiona Cook)

5.1.1. Vision statement to be written and circulated

5.1.2. National PD strategy has been drafted by national steering group. Consensus conference held last week. PD framework (based on work of Helen Chin at Leeds)

will be circulated for consultation in October. There are gaps for example, needs examples for application and guidance as to where to start

5.1.3. Exploring links with FoNS and DPN

5.1.4. The Enhancing Practice Conference is 8th to 10th October 08 in Veldhoven, Netherlands; it will be in Ulster 2010. There is potential for collaboration in the future

5.2. Vice chair's report (Moirá Brown)

Conference being planned for 24th March 2009, venue potentially Eastbank Health Promotion Centre near Easterhouse, Glasgow. Other suggestions welcome. Cost agreed £60. There was discussion about whether those presenting should have to pay but agreed that they should. Invited presenters would not be asked to pay. Possible theme *Patients' experience* – Experience – does it matter? Ideas of people to speak were very welcome.

5.3. Treasurer's report (Mark Lees)

Funds in old account now transferred to new account and looking healthy at £3207.28

5.4. Secretary's report (Jane Christie)

Membership at end of August 08 is 247. There are 14 new members joined the forum since May 2008; 1 AHP's. Members join online via the website and have heard about the forum from the following sources 6 Forum member, 3 other (Conference flier) and 5 internet searches. 4 new members live outside Scotland, 2 Dubai, 1 London and 1 Swindon; it was proposed they join mailing list to access information and networking without the hassle of travelling long distances to meetings

7 members had email addresses that are no longer accepting mail and cannot be contacted were removed from the database; Janice Turnbull, Sheila Wheeler, Lorna Janssens, Pat Spencer, Alison Howley,

There are 7 members whose emails are bouncing back. Phone messages have been left but if no response then they will be removed from database by the next meeting; these members were Lorraine Johnstone, Joan Cambell, Lynne Murray, Evelyn Ogilvie, Russell Preston, Julie McIntyre, Anne Fairlie. There are 3 others whose mail is bouncing back: Mags Simpson - Mat Leave, Jill French – Mail box full, Shirley Robertson – Mailbox full

The updated database is circulated to members with the minutes of the quarterly meeting. Members are asked to email PPDFN secretary to confirm that information held is correct or to advise of change of details. Thank you to the 5 members that have updated their information since the last meeting. Jane to liaise with Joyce to ensure there is a message on the website to remind members to keep membership information up to date.

5.5. Website Secretary's report (Joyce Surfleet)

Joyce was unable to be at meeting but her report would be added as appendix to the minutes

6. Updates from working groups

6.1. Evidencing practice (Jane Christie)

The group reconvened in July and has two new members Jean McQueen and Judy Taylor, Preparation is being made to present at the Enhancing Practice conference in October. A publication continues to be developed and thought is being given to how the framework might be applied in practice. Next meeting in Glasgow in November

6.2. Practice development toolkit (Caroline Dickson)

No further development at present

6.3. Revamp of website documents (Judy Taylor)

No further development at present

6.4. Development of teleconference facilities (Mark Lees)

Mark will send Jane letter which has been prepared for circulation to members. Mark is looking for volunteers to help with this initiative.

6.5. Action Learning Sets (Ailsa Espie)

Ailsa Espie was unable to be at the meeting. Fiona reported on the trials and tribulations of on line action learning; other two sets continue meeting face to face until end of year

7. Lunch

8. Teresa Shaw, Chief Executive of the Foundation of Nursing Studies (FoNS)

Teresa spoke about the collaboration and potential for partnership with the Foundation of Nursing Studies (FoNS). Information was circulated about the Developing Practice Subscribers Area. Key messages from Teresa's presentation were:

- Visit FoNS website and DPN subscribers area to see web content available to members www.fons.org/dp/sitemap
- Send information or news for FoNS and DPN newsletters
- Read more about Subscribers area at Shaw, T. & McSherry, R. (2008) Foundation of Nursing Studies (FoNS) Developing Practice Subscribers Area, *Practice Development in Healthcare* 7(3) 174-176. <http://www3.interscience.wiley.com/cgi-bin/fulltext/117914433/PDFSTART>
- Maintain initial collaboration and perhaps work towards partnership. Teresa will propose costs of corporate membership for PPDNF members.
- Consider password protecting PPDNF website for members

8. Dates of next meeting

Wednesday 19th Nov 08 Eastbank Health Promotion Centre, Glasgow Host: Diane Allcock or NHS24 Queensferry tbc

9. Dates of future meeting

Thursday 12th Feb 09 Venue: Queen Margaret University, Edinburgh Host Caroline Dickson

Thursday 30th Apr 09 Venue: The State Hospital, Carstairs Host: Helen Walker

Appendix 1: Website Secretary report

Statistics for May 2008 – August 2008

As was the case in the last quarter, numbers are still on the increase - visitor numbers in August are about double those of January.

May 2008 1739 visitors 4010 visits	June 2008 1984 visitors 4343 visits	July 2008 2099 visitors 4753 visits	August 2008 2355 visitors 5379 visits
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In August, the most popular pages (apart from the main page) were the noticeboard, the projects page, the conference and meetings pages, the constitution, and the annual report.

Access to site:

- 71.5% of pages accessed directly (typing in or bookmarks)
- 17.7% through search engines
- 10.5% of pages were accessed through links from other sites.

In August the average visit length was just over 2 minutes. 5% of visitors spent more than 5 minutes on the site.

The top 10 countries visiting the site in August (bearing in mind that some UK visitors will be interpreted as being US-based by the software) were: USA, EU, Argentina, UK, China, Spain, Australia, South Korea, Canada and Russia.

Notice board evaluation

An evaluation of all 2007 / 2008 users was undertaken earlier in the year and details are attached. (Appendix 2)

Computerised spam e mail

Resultant from the introduction of a word recognition stage for those posting messages on the notice board there has been a complete eradication of spam e mails.

Links

Additional links have been added to the site and further suggestions are welcome.

Further action required

Projects page to be updated

Action learning – to develop separate page & link

Discussion continuing regarding sharing of best practice page

Possibility of sharing some notice board items with DPN

Appendix 2: Notice board evaluation 2007

During 2007 a total of 35 notices were posted on the PPDNF Notice board by 29 members. Questionnaires were sent to all those who had used the notice board during this period and 6 responses were obtained, slightly less than a 20% response rate. Using the format of the original questionnaire, the results are detailed below:

Are you a member of the PPDNF?

5 Yes 6 No

To what organisation do you belong and what is your role?

6 NHS (one in England)

Consultant midwife 1, Specific practice development role 5

What was your reason for using the PPDNF Notice board during 2007?

To find out if guidelines already exist

To seek other's ideas, suggestions and experiences

Seeking information re projects, research etc

To find out if anyone has a similar role

Did you use the Notice board facility on more than one occasion?

3 Yes 2 No

How many responses did you receive on average?

From 1 – 6 responses with an average of 3.5

How useful were the responses you received?

Extremely useful to progress development

Saves time and effort and hopefully improves patient care

Very useful

Gave useful insight into how well something works or doesn't work and the potential pitfalls

Not particularly helpful – got the impression that few people from mental health use the notice board but this would not stop me using it again

Great to know other people are out there doing the same things – reduces sense of isolation

Would you use the Notice board again?

6 Yes

Further comment

Useful to have a search facility so everyone could benefit

An excellent way of sharing innovative practice

A very helpful service and I will use it again