



**12<sup>th</sup> February 2009, 11am – 3pm  
Queen Margaret University**

### **1. Welcome and introductions**

Moira Brown welcomed everyone and expressed thanks to Ailsa Espie for hosting the meeting and providing hospitality. Moira outlined the format of the day and there were round table introductions given by all.

### **2. Present and apologies**

**Present:** Moira Brown, Irene Lavery, Judy Taylor, Armored Allen, Fiona Murdoch, Joyce Surfleet, Linda McLaughlin, and Caroline Dickson

**Apologies:** Susan Alexander, Dianne Allcock, Karen Bell, Penny Bond, Jane Camp, Marie Carey, Jane Christie, Fiona Cook, Katrina Deas, Ailsa Espie, May Fallon, Anne Fairlie, Ellie Forbes, Nahida Hanif, Jean Kennedy, Mark Lees, Irene McDade, Ansley McGibbon, Jackie McKeich, Lynne Murray, Yvonne Murray, Karen Percival, Anne Rae, Chris Rodden, Jane Savage, Vivienne Shaw, Mary Shields, Linda Sinclair, Helen Skinner, David Small, Karen Spiers, Vicky Thompson, Ria Tocher, Angela Waddell, Helen Walker and Rhona Wallace

### **3. Minutes from previous meeting 19<sup>th</sup> November 2008**

The minutes were accepted as accurate

### **4. Matters arising**

Scoping of President role:

The document, drafted by Armored Allen was discussed and further changes to the draft were proposed. The document will be redrafted and circulated to members for comment prior to final approval.

## **5. Reports from committee members**

### **5.1. Chairperson's report (Fiona Cook)**

Fiona provided a report, which was read by the Vice Chair in her absence.

- 1) Feedback from the Practice Development Unit QIS re the comments the PPDFNF gave regarding the Practice Development Vision for Scotland
  - A definition will be added to the Document
  - The centre of the diagram will not be changed as proposed to read Patient centred.
  - A launch date is being set and the document is at the printers at present
  - Penny Bond will use our conference to speak about the vision
- 2) The conference and Connecting Care project. Alison from the project will be attending our conference and is willing to do a display of the project
- 3) Domain name for the website. Fiona suggested using Jen as she is the web master as the domain name.
- 4) The next meeting is the AGM when Fiona will be stepping down as chair person. Some of the other committee members are also stepping down and the group need to consider how to deal with this. The president's role will strengthen the committee and should be finalised for the next meeting. The discussion with QIS PDU has not taken place yet however there is the possibility of linking closer to QIS and getting support from them. Video-conferencing is another tool which practitioners maybe able to use to allow them to link to meetings from their bases therefore being more efficient.
- 5) A meeting to discuss and set dates for this year's action learning is arranged for 25<sup>th</sup> February at 9.30 am Easterhouse Health Centre.

The group agreed to work on the final draft of the president's role, video conferencing and do the values clarification exercise to get the vision into practice. The group also stated that they would prefer to remain an independent organisation if that was possible.

### **5.2. Vice chair's report (Moira Brown)**

Moira reported that the Patient Experience Conference 'Whose experience is it anyway?' is on April 28<sup>th</sup> at Ninewells, Dundee. All the speakers have confirmed their attendance.

The programme includes displays from key initiative in Scotland and practical workshops for attendees to gain the knowledge and skills to focus on and evidence patient experience. Copies of the flyers were available for the meeting. Support for running the conference on the day would be much appreciated and anyone who would be willing to help please contact Moira. Fiona Murdock stated she would get volunteers from her colleagues who would be attending

### **5.3. Treasurer's report (Mark Lees)**

Mark provided a written account, which was read by Moira Brown in his absence:

Over the past few months there has been little movement of finances in the PPDNF Accounts.

There is a few proposed changes require to happen due to the changes in the PPDNF Committee and the agreement of the Committee to have more signatures added to the account for removal of monies.

I will keep the PPDNF members updated on the progress of any changes and developments with the finances as this progress in the future.

<b>Income</b>	<b>Expenditure</b>	<b>Interest</b>	<b>Balance</b>
£3148:01	£397:69	£6:51	£2756:83

The treasurer's report was tabled and accepted as accurate. Mark was thanked in his absence for his hard work

#### **5.4. Secretary's report (Jane Christie)**

Membership at end of January 09 is 252. There are 7 new members joined the forum since November 2008 Members join online via the website and have heard about the forum from the following sources:

- 1 forum member
- 5 internet searches
- 1 other

7 members have sorted out their email addresses, there are 14 members whose e mails are bouncing back and 3 members on maternity leave.

The updated database is circulated to members with the minutes of the quarterly meeting.

Members are asked to email PPDNF secretary to confirm that information held is correct or to advise of change of details.

**Message to all** Check the database when you get it and let me know if changes need to be made.

#### **5.5. Website Secretary's report (Joyce Surfleet)**

##### Statistics for November 2008 –January 2009

The number of visits and visitors continue to increase.

<u>November 2008</u>	<u>December 2008</u>	<u>January 2009</u>
2950 visitors	3387 visitors	2745
6921 visits	8951 visits	6996

In January, the most popular pages (apart from the main page) were the notice board, the projects page, the conference and committee pages.

Access to site:

- 93.3% of pages accessed directly (typing in or bookmarks)
- 5.3% through search engines
- 1.2% of pages were accessed through links from other sites (most from NHSQIS).

In January the average visit length was just over a 2 minutes. 5.6% of visitors spent more than 5 minutes on the site.

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

United States  
Germany  
Russia  
China  
UK  
Israel  
Ukraine  
Sweden  
Romania  
Japan

#### Other

- Projects page continues in process of updating
- Conference details will be sent to everyone on the mailing list
- The site was down for a few days in relation to ownership of the domain name. This has been rectified and the webmaster, Jen Ross will monitor the situation.
- Discussion around posting the database on line. Data protection issues would be complex.
- Password protection could be introduced but members would have to have their own password and username.
- Action learning – to develop separate page & link
- Possibility of sharing some notice board items with DPN continues to be investigated

## **6. Updates from working groups**

### **6.1. Evidencing practice (Jane Christie)**

Jane Camp and Jane Christie are both doing a workshop at the conference

### **6.2. Practice development toolkit (Caroline Dickson)**

No further development at present

### **6.3. Revamp of website documents (Judy Taylor)**

Judy reported that the benchmarking and risk assessment document have both been updated and submitted to Jane Christie. A review date needs to be added to the 2 documents. She is working on making the clinical competency self - assessment tool into a web base document and it will go out to the members shortly for comments

Actions - Judy to send document to members for comment

- Joyce to add review date to all documents before being put on the website

### **6.4. Development of teleconference facilities (Mark Lees)**

The group discussed making the option of having video-conferencing a priority as a result of its importance in helping sustain the PPDN.M AHP forum. It was felt a protocol for using VC would be necessary

Actions - Fiona M to find out if one exists in NHS 24

- Linda to support Mark and the group to take VC forward

### **6.5. Action Learning Sets (Ailsa Espie)**

Action Learning sets meeting is 25<sup>th</sup> Feb at Easter house

Fiona Murdoch gave her apologies however would like to continue to be part of the Fiona Cook's group and join in using Skype

## **7. Lunch**

## **8. Taking the vision forward**

The group spent a very productive session undertaking values clarification on the new PPDN.M.AHP vision statement

Report to follow

## **9.AOCB**

Maira reminded everyone that the next meeting is the AGM. As the vice chair she enjoyed a new learning experience over the year and owes a lot of her confidence, knowledge and skills in general to the PPDNF forum. She announced she would be standing down and encouraged others to take up the role. She would be very keen to continue to support the forum if that was appropriate

## **10. Dates of next and future meetings**

AGM Tuesday 30<sup>th</sup> June 2009 Venue: Norseman House, South Queensferry

Wednesday 21<sup>st</sup> October Venue TBA

Wednesday 20<sup>th</sup> January 2010 Venue TBA

Thursday 22<sup>nd</sup> April 2010 Venue TBA

Action - members to volunteer to host meetings