



**12<sup>th</sup> October 2005,  
Education and Conference  
Centre, Stirling Royal Infirmary**

***Present:***

Penny Bond, Jane Camp, Marie Carey, Jane Christie (Secretary), Fiona Cook (Chair), Kate Coccozza, Jamie Elliott, Mae Fallon, Kate Lambie, Irene Lavery, Mark Lees, Jo McCallum, Rob McSherry (DPN Chair), Karen Percival, Cathy Pollock, Caroline Scott (Website Secretary), Ria Tocher

***Apologies received from:***

Dorothy Armstrong, Susan Alexander, Madge Balfour, Susan Begg, Moira Brown, James Cassidy (Treasurer), Dilly Court-Brown, Aila Espie, Mandy Fahey, Anne Fairlie, Lorraine Forster, Nahida Hanif, Christine Hoy, David Langton, Ansley McGibbon, Rosemary Mullen, Anne Rae, Karen Rankin, Shirley Robertson, Chris Rodden, Helen Skinner, Charlie Sinclair, Linda Sinclair, Kim Smith, Tracy Smith, Karen Spiers, Joyce Surfleet, Judy Taylor, Susan Watt

**1. Welcome and Introductions**

Fiona welcomed everyone to meeting and thanked Mae for hosting the meeting and providing hospitality. All agreed.

**3. Minutes from 28<sup>th</sup> July 2005 accepted.**

**4. Update from working groups**

**Conference:**

The group have met but need this forum to address the following issues:

**Available funds:**

Fund is not depleted but is low

**Possible venues:**

After lengthy discussion about possible venues it was agreed that Walton Conference Centre at Southern General would be best.

**Possible dates:**

DPN are holding an International Conference Autumn 2006 and PPDF would not want to clash. Kate Coccozza to find out available dates for Summer/Autumn 2006

**Evaluation from conference:**  
Particularly positive about content of workshops.

Suggested topics for 2006:

- Facilitation skills
- Patient narrative and Involvement - Where is the impact, what are the outcomes?
- Where are the support infrastructures?
- Tools and techniques
- Spirituality
- Stories, action plans and how to make a difference.

Suggested keynote speakers:

- Brendon McCormack
- Rob Garbett
- Alna Robb
- Rob McSherry

Think about ideas for workshops

### **Evidencing Practice:**

The group have developed a framework for the audit of interactions in health care

At the conference the group used a workshop to validate the framework. This was a useful process.

The group are preparing an article for publication

Ayrshire and Arran and Glasgow Primary Care have noted interest in piloting the framework.

Jane is undertaking research: Does person-centredness improve hip fracture care? There may be an opportunity to pilot the framework through this work.

Group are in process of agreeing a date for their next meeting

Jane will send summary of the work to Caroline to put on the website.

### **HEI Information:**

No progress to report

### **Practice Development Toolkit:**

Aim to have a tool kit on the website for everyone to access. John Norden is doing the IT work and is being paid by the PPDF. They are liaising with Jen Ross. Once work starts on the web it will initially be password protected and then made public once ready.

Rob McSherry suggested that the group should consider developing and publishing a CD and booklet as well. At a small fee it might help generate some income.

## 6. Open Forum discussion

Those present shared developments of interest.

Ria Tocher - Involved in a project in continuing care of frail older people. Working closely with carers, learning together trying to address issues for development.

Karen Percival - Developing minor illness guidelines for practice staff. Looking at what exists, reviewing guidelines, developing them for website and getting them ratified by community staff. Then minor illness education programme twice a year.

Penny Bond - Feedback about QIS projects

QIS/Gerontology Glasgow Caledonian have a joint event on 12<sup>th</sup> Dec to launch three best practice statements:

1. Oral health
2. Physical activity
3. Hearing difficulties

Literature reviews being undertaken on behalf of QIS:

1. Different approaches to practice development - Brendan McCormack and Rob Garbett
2. Bereavement care - Robert Gordon University

Other QIS projects:

Access for people with learning disabilities

Chronic pain

Asthma self management

Further information can be found on the QIS website: [www.nhshealthquality.org](http://www.nhshealthquality.org)

Jane Christie - Started as research student at Napier, undertaking a PhD. Working part-time continuing development of Masters modules in Clinical Governance, Clinical Effectiveness and Risk Management. Jane has been involved in interesting discussions and developments about interactive and reflective learning online.

Jo McCallum - Developing community based COPD programme, promoting self care and raising awareness of own disease.

Mark Lees - Developing a record keeping open learning pack and competency based document of G grade staff

Caroline Scott - Developing a Practice Development module at level 9 to run from January 06 for BSc in Health care Practice. There will also be one at Masters level available from Sept 06

Jane Camp - Developing a Community Childhood Immunization Resource Pack integrating leadership skills. Information relating to preparation of patient injection is ready to publish.

Rob McSherry - Involved in the development of a nursing strategy using open space event. Excellent experience, addressed issues of involvement and engagement.

Undertaken a questionnaire relating to research awareness and evidence-base. 3000 sent to all professional groups, 1500 returned all struggling with terminology, individual attitudes, understanding of terminology and need for peer support.

Kate Coccozza - Preparing for Practice development summer school, still 7 places left.

Mapping knowledge & skills framework (KSF) to programmes in the department

Led an inspiring 'fish' workshop for clinical leaders. Loads of interaction, wore flippers, snorkel and mask. Feedback - Nursing is no longer fun but can be!

Irene Lavery - enabling D & E grade progression through leadership, action learning and

coaching. Evaluation based on 360 appraisals to assess impact.

CPD modules affiliated with QMUC reviewing and looking to assess impact on practice.

Cathy Pollock - New in post, focusing on early discharge, wants to skill staff. Developing competence framework linked to KSF and Agenda for Change

Janice Elliott - Care homes are often open to criticism rather than support. Started newsletter and nurse forum to help improve communication and support. Aim is to facilitate not dominate!

Marie Carey - Finishing KSF. Also involved in 3 projects on communication skills, palliative care, learning disabilities & heart and mind.

Mae Fallon - Developing competency training and support for staff caring for critically ill in the community. Has improved retention.

Kate Lambie - Non-registered nurse development continues. Harmonising training and moving toward single system

Involved in pan-Scotland IV training/prep for injection.

Fiona Cook - Involved in IV therapies, cannulation, dementia care, CPD framework and links with HEI

Working together to amalgamate three departments to one single system. Values clarification in December

Continues commitment to Action Learning

Fiona Cook thanked everyone for their feedback and reminded everyone to post ideas or ask for advice via the website.

## **7. Feedback from Chairperson and committee members**

### **Secretary**

New members:

There have been eight new members to PPDNF since July 05

- Pamela Marriott, NHS Dumfries & Galloway
- Roseann Dougan, NHS 24
- Mandy Fahey, North Glasgow
- Janice Elliott, Glasgow PC
- Cathy Pollock, Glasgow PC
- Colette Grieg, Fife PC
- Laureen Allen, Tayside PC
- Edith Bullock, NHS Lanarkshire

Undelivered mail:

Jane has written to thirteen members, whose email has been returned undelivered on more than three occasions, asking for them to update their details on via email or the website by 31<sup>st</sup> Oct 05 or it will be assumed that they no longer wish to be a member of PPDNF

Data Protection Act:

The database has not been circulated following the last meeting as Jane is finding out if it needs to be registered under the data protection act.

There are probably two approaches:

1. Exempt as PPDNF is a 'non profit' organisation but will need to adjust the constitution accordingly or
2. Register as PPDNF, using one agreed address with prior agreement from one member or organisation

Needs further discussion with committee and proposal will be brought to next meeting.

In meantime, contact Jane at [j.christie@napier.ac.uk](mailto:j.christie@napier.ac.uk) if you need to contact a member of PPDNF or use notice board on website [www.ppdnf.org](http://www.ppdnf.org)

## Website Secretary

Website statistics: It looks as though the visitor numbers were down a bit over the past few months compared with earlier in the year (300+ visitor in each of Feb-June), but maybe this is to be expected during the summer.

July 2005:

275	visitors
402	visits

August 2005:

197	visitors
414	visits

September 2005:

191	visitors
375	visits

In September, the most popular pages (apart from the main page) were the conference, the meetings and the notice board pages.

Access to site:

- 69.2% of pages accessed directly (typing in or bookmarks)
- 19.7% through search engines
- 11% of pages were accessed through links from other sites,

including Napier University, Bell College, Developing Practice Network; RCN and NHSQIS.

In September the average visit length was 125 seconds. 7% 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  
EU  
China  
Australia  
Poland  
Ireland  
Canada  
Norway  
Netherlands

Purpose of website:

Caroline asked members what information they would like posted on the website. It was agreed that conference information and questions or advice should be included. A small working group would be convened to consider criteria for the inclusion of new 'links'

## Chairperson

Fiona asked if anyone could host the January meeting. Karen Percival, Ayrshire and Arran offered and will let Jane know more information once venue is booked

The committee members have a prepared a profile of their role which, accompanied by a photograph, will be placed on the website

Fiona had a successful meeting at QIS with Penny and June. There had been some discussion about the PPDNF becoming multi-professional but it was felt that there was no need at present. Consequently, there would be no need to change the PPDNF title or constitution at present.

The links with QIS will continue

## 8. Guest speaker

Rob McSherry - Chair of National Developing Practice Network  
[robert.mcsherry@tees.ac.uk](mailto:robert.mcsherry@tees.ac.uk)

Presentation attached

## 9. Any other Business

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

## 10. Date of Next Meetings

Date: 19 January 2006 11 - 3pm  
Venue: Lister Centre, Seminar room, Crosshouse Hospital, Crosshouse, Ayrshire  
Host: Karen Percival

## Meetings in 2006

Date: 27 April 2006  
Meeting: AGM  
Venue: NHS24 Clydebank  
Host: Susan Begg