



**18th January 2007,
Easterhouse Community Health Centre, Glasgow
11am - 3pm**

1. Present and apologies

Present: Susan Alexander, Armoral Allen (AHP), Diane Allcock (Chair), Clare Armstrong, Jane Camp, Jane Christie, Fiona Cook, Linda Coventry, May Fallon, Paula Ingram, Joyce Jeffray, Irene Lavery, Karen McCoubray, Karen Percival, Ann Rae, Carolyn Roddick, Joyce Surfleet, Vicky Thompson

Apologies: Dorothy Armstrong, Madge Balfour, Penny Bond, Moira Brown, Marie Carey, Wen Hsi Chui, Kate Cocozza, Roseann Dougan, Lorraine Forster, Louise Gaunt, Nahida Hanif, Ann Marie Hawthorne, Kevin Hurst, Jackie Husband, Linda Kerr, Arlian Marlis, Jo McCallum, Debbie McCraw, Ansley McGibbon, Fiona Minto, Toby Mohammed, Margaret Murray, Chris Rodden, Ian Rodger, Emma Richards, Maureen Saunders, Caroline Scott, Vivienne Simpson, Charlie Sinclair, Linda Sinclair, Helen Skinner, Karen Spiers, Heidi Taylor, Rhona Wallace, Helen Walker, Edna Mary Watson.

2. Welcome and introductions

Fiona Cook welcomed everyone to the meeting and expressed thanks to Diane Allcock for hosting the meeting and providing hospitality. Fiona explained that Diane, in her capacity as Vice Chair, would be chairing today's meeting.

Diane introduced the format of the meeting. Round table introductions were given by all and new members were welcomed. Debbie Mc Craw was unable to do book review today but she would send it to be posted on the website.

3. Minutes from previous meeting 11th October 2006

The following amendments were noted:

Page 1 'as James could be present' should read 'as James could not be present'

Page 2 'Driscoll' should read 'Norden'

Page 3 'Ainslie' should read 'Ansley'

Otherwise minutes were agreed

Matters arising:

Page 2 There had been no further development regarding Steven McGuinness's suggestion that drug companies might sponsor the catering and venue costs for the conference

Page 8 There has been no further exploration about PPDNF involvement in Modernising Nursing Careers: The Implications for Practice Development

Diane explained that each meeting there is feedback from the PPDNF working groups. New members can volunteer to join these groups if they were interested.

4. Update from working groups

Evidencing Practice: Jane Camp, Jane Christie & Kate Cocozza had presented a workshop at the International Enhancing Practice Conference held in Edinburgh in October 06. The workshop had generated some useful connections, new ideas and an impromptu poster. There have been no further meetings as yet but a second draft publication is underway.

Presentation for HEIs/Information document: Fiona Cook and Irene Lavery are to meet to take this forward

Practice Development Toolkit: No further developments at the moment

Practice Development Module: Group are meeting Monday 22nd January 07

Action Learning Sets: Evaluation in December went well followed by a most enjoyable lunch. Those who were unable to be there have been sent a Merizow questionnaire to complete and return to Kate Cocozza. The dates for this year are posted on the website. Two new members would like to join a group. It was agreed that Paula Ingram would join Joyce's set and Margaret Conlon, Kate's set.

5. Open Forum Discussion

Those present were asked to shared developments in their areas of practice

Karen Percival is running half-day workshops for those working with the seriously mentally ill.

Vicky Thompson introduced herself as the new Practice Development Lead for Ayrshire and Arran. Vicky informed the group of 2 pieces of work she is doing on pain management related to the clinical outcomes work and also reviewing and standardising documentation across Ayrshire and Arran.

Carolyn Roddick is new in post to NHS Greater Glasgow and Clyde and is undertaking a needs analysis

Jane Christie is undertaking a PhD involving action research exploring a collaborative approach to evidencing person-centred hip fracture care. Her second year involves running a series of multi-professional action meetings.

In addition to Lothian restructure and design, **Fiona Cook** is involved in the compassionate care project in collaboration with Napier. This is a three year project that will fund a senior lecturer post plus 4 band 7 specialists to work in practice. NHS Lothian in collaboration with

Belfast, Napier and PPDNF has won the tender for development of an older person's network. This is an exciting development.

Linda Coventry is introducing a values-based model in the Adolescent Unit at Gartnavel Royal

Clare Armstrong is in a new practice development post for Children's and Learning Disability Services in NHS Ayrshire and Arran

Karen McCoubrey is in a new Practice Development/Education post in Greater Glasgow & Clyde Nurse Bank. The aim is to set up formal induction programmes, and develop clinical orientation packages for Qualified Nursing & Midwifery Staff, and Auxiliaries. In addition, to ensure Bank Staff have access to continuous learning, education and professional development.

Armored Allen is an AHP in Lanarkshire involved in leadership training and engaging a team in a model to aid decision-making. AHP practice development is in its infancy therefore she would welcome links with the PPDNF.

May Fallon Forth Valley is taking forward Multidisciplinary Led Patient Discharge Project. Two surgical sites started piloting this in Dec with two further sites in stroke and rehabilitation commencing in Feb. Finished reauditing the implementation of the Care of Finebore Nasogastric Feeding Tubes policy.

Susan Alexander is looking at in-service training on documentation, managing stress and difficulties in the family unit, audit of pH strip, IV competency pack.

Joyce Surfleet reminded everyone to respond to the consultation regarding Guidance for practitioners in education for training in the Preparation and Administration of Injections in Near-Patient Areas by 26.1.07

Ann Rae is involved in the following NHS Education for Scotland Practice Education Initiatives which are:

A National Approach to Mentorship Preparation is being developed by a working group with representation from all HEI's, Health Boards, Independent/Care Home/College Sector; and AHP rep.

Educational Career Pathways are being taken forward as part of the Modernising Nursing Careers agenda these will articulate with the NHS Career Framework and work associated with clinical academic careers (UKCRC 2007).

An update of the practice education initiative is attached with the minutes. Please contact ann.rae@nes.scot.nhs.uk if you require further information on any of these issues.

Jane Camp is setting up learning forums for non-medical prescribers involving, CPD, supervision and sharing best practice.

Joyce Jeffrey spoke about induction/orientation and the provision of Continuing Professional Development Programmes in relation to the challenges faced in single system working.

Irene Lavery has joined a Joanna Briggs Institute (Australia) reference group on acute care and periodically will receive information for review. Irene will be asking for information via the notice board about dissemination of posters re Pharmacy yellow card reporting. Irene is part of a group in NHS Lothian bringing venepuncture & cannulation education/training towards a single system

Paula Ingram is interested in IV therapy and medical devices and is currently involved with these topics being adapted for single system use. I have a personal interest in exploring IV therapy in the community and would like to do some research into observed medication errors. Paula has recently completed a clinical leadership programme and is writing a book with Irene Lavery on clinical skills

Diane Allcock is about to commence dissertation on "does active participation in Action Learning influence approaches to Practice Development and is exploring an action research opportunity with Caroline Scott

In summary, Jane invited everyone to send a couple of sentences summary via email that she could include in the minutes.

Break for lunch

6. Reports from Committee Members

Chairperson's Report- Fiona Cook

NHS Lothian, Ulster and Edinburgh Universities have won the tender for the development of an older person's network. PPDNF will be involved; we wait developments.

Fiona and Caroline Scott presented Action Learning poster at Enhancing Practice conference in Edinburgh in October. Fiona also plans to submit oral presentation this autumn in Australia. Abstracts are due in March 07; more information is on the website.

Fiona has been asked to facilitate at the Oxford Practice Development School on behalf of the PPDNF, this will be in work time. The Scottish Practice Development School is historically run by Quality Improvement Scotland (QIS) and Royal College of Nursing (RCN); Fiona is to ask Penny Bond what is happening about this?

Support re: banding Practice Development posts

Fiona requested that as Practice Development Nurses are assimilated that they let the PPDNF know their banding so that we can make decisions about appeals etc

Fiona then gave reports on their behalf of the Treasurer and the Website secretary.

Treasurer Report - Given by Fiona on behalf of James Cassidy

There is £1574.35 in the bank; some of this will go to website management.

Website Secretary Report- Given by Fiona on behalf of Caroline Scott

Statistics for October - December 2006:

The PPDFNF site received about 4200 visitors in 2006, and that about 13,700 pages on the site were viewed over the year.

Oct 06:

361 visitors

532 visits

Nov 06:

365 visitors

586 visits

Dec 06:

329 visitors

581 visits

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

Access to site:

68.5% of pages accessed directly (typing in or bookmarks)

26.2% through search engines

5.1% of pages were accessed through links from other sites, including NHSQIS and Walk the Talk.

In December the average visit length was 109 seconds. 5.1% of visitors spent more than 5 minutes on the site. The top 10 countries visiting the site in December were (bearing in mind that some UK visitors will be interpreted as being US-based by the software):

US

AUK

EU

Switzerland

Spain

Canada

Sweden

Australia

Germany

United Arab Emirates

Caroline asks if those involved in producing the documents that are on the website please contact her at cscott@qmuc.ac.uk to confirm if they are definitive or draft

Vice-chair - Diane Allcock

The 2007 conference celebrates the PPDFNF's 10th Year. The conference committee are inviting founding members as guests. The theme is The Proclaimers and reflections on past. The conference is to be held at Stirling Postgraduate Centre. There was a request to purchase roving microphones but it was felt that as the budget was tight at present to try and borrow these from the conference centre. The theme for the posters is to be 'The good, the bad and the ugly' and will focus on practice development tools. Following discussion it was agreed that the conference will cost £55.

Secretary Report - Jane Christie

Membership at January 2007 is 195. Fifteen new members have joined the forum since September 2006. Members join exclusively through the website and have heard about the forum from the following sources; eleven from forum member, three from internet searches and one from another source. Two have joined the mailing list; one who works in Germany and one is an Allied Health Professional (AHP).

One member has retired and ten members have email addresses that are no longer accepting mail so have been removed from the database. Since December 06, there are 6 members whose emails are bouncing back, they are:

Lorna Janssens - Tayside

Janice Elliott - South Glasgow

Jillian Torrens - Acorn Healthcare

Laureen Allen - Tayside

Heather McManus - Lothian

Emma Law - Tayside

Jane will write to these members but if no contact has been made by the next forum meeting then they will be removed from the database.

The updated database will be circulated to members with the minutes of the quarterly meeting. The database is for personal use only.

The database details are now colour coded.

Turquoise = updated.

Green = new members

Orange = emails are bouncing back.

Members are asked to email PPDNF secretary to confirm that information held is correct or to advise of change of details. Three members have updated their information since the last meeting.

Action Learning

On 6th December 2007 the Action Learning Evaluation was held at Southern General Hospital followed by Christmas lunch. An evaluation report is being prepared by Kate and Fiona and will be available on the website in due course.

Dates for 2007 Action Learning Sets are on the website. There is now a third set facilitated by Joyce Surfleet. Two new members have expressed an interest in joining a set and are welcome to attend the next Action Learning Set which is on 2nd February 07. Jane will write confirming this.

7. Discussion of proposed changes to the constitution

Over the last 10 year developments in healthcare have move a great pace and as a consequence of national developments/drivers plus local interest the committee are proposing changes to the constitution:

- Becoming a multi-professional forum
- Title becoming 'Practice Development Forum'
- Length of Office for committee members

Jane invited those present to discuss the proposals.

Discussion re 'Becoming a multi-professional forum'

Fiona indicated that the proposal were timely and would make a difference. Quality Improvement Scotland (QIS) were keen to support a multi-professional approach. Fiona was happy to hear other members' comments.

Irene indicated that AHP's are now being appointed in Practice Development in Health Boards and that it would be right to be more inclusive, particularly if QIS want to be collaborative.

Jane Camp supported multi-professional working as she works in a multi-professional role which supports communication between disciplines and promotes working together. The aim of her work is to reduce tribalism and to play to each others strengths.

Ann suggested that 'professional' was important. Becoming just Practice Development may be too much in one swallow, particularly as education is still an important part.

Fiona agreed that removing 'professional' from the title may be too much.

Jane Christie indicated that professional development is part of practice development; it is implicit. The question was: 'Does it need to be said?'

Ann thought that keeping 'professional' would be useful

Armored lead for CPD so professional development is very important.

Diane believes that PPDNF should remain a Nursing Forum to provide support for nurses.

Fiona asked 'Why shouldn't nurses still feel supported?'

Ann suggested that the Action Learning Sets would benefit enormously from being interprofessional so why shouldn't the forum be interprofessional. Why lose the opportunity?

Armored indicated that there are around 40 AHP's in Scotland doing practice development roles and they would benefit from being connected to this group. They feel they have something to offer and don't wish to set up alone.

Diane thought there should be values clarification carried out before any decisions were made.

Fiona felt that the issue had been discussed in various ways since she had been chair person and that it was time to move forward

Joyce Surfleet was sure that being a multi-professional forum was the way forward that it would facilitate person-centred care and shared learning.

Summary

Becoming a multi-professional forum is timely and supported by the Scottish Executive. It would promote support, communication and shared learning between healthcare professionals and would facilitate person-centred care. Allied Health professionals (AHP) are keen to join in rather than set up alone. The Forum has been discussing the issue in various ways for five years and it is now time to move forward.

Action: Around the table '**becoming a multi-professional forum**' was generally favoured so the following way forward was agreed:

- Share summary in discussion forum on website or an e-library shared space
- Ask membership to vote 'nursing' or 'multi-professional' by 2nd April 2007

- Bring results to AGM in April 07 for ratification

Discussion re Title 'Practice Development Forum'

A range of ideas were explored but it was felt that no decision could be made until there had been a vote about 'nursing' or 'multi-professional' forum. Once this had been decided at the AGM then the title would be explored further. Perhaps continue with PPDNF which is a well recognised and respected name by replacing Nurse with NMAHP?

Discussion re adding 'normally' to length of office for committee members

Diane put forward a case for the above change. The issues discussed were about sustainability, succession planning and development of the current membership. As the PPDNF is national group the future chair person would need time in work to attend meetings. If Fiona stands down in April and no one wanted to fill the post then the present wording leaves no flexibility. There was unanimous agreement that to add the word 'normally' would be the right way forward. The proposed changes agreed were:

5.3 The office holders shall serve for 2 years, at the end of which they will be eligible for re-election or may pass office to another elected member. A member may only hold office for a maximum of 4 years

5.8 Normally, the retiring chairperson would remain an ex-officio member of the committee for a year after standing down.

Action: Both these changes would go forward for ratification at the AGM in April 07. It was noted that acceptance of alterations at the AGM must be by no less than three quarters majority vote of those present.

8. Book Review

Debbie McCraw will prepare the book review for the website

9. AOCB

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

10. Date of Next Meeting

19th April 2007 Annual General Meeting 11.00 to 15.00 Ayr, Host: Anne Fairlie

11. Dates of Future Meetings

9th August 2007 11.00 to 15.00, Edenhall Host: Joyce Surfleet

8th November 2007, 11.00 to 15.00, Dunfermline, Host: Madge Balfour

7th February 2008, 11.00 to 15.00

8th May 2008, 11.00 to 15.00