



19<sup>th</sup> January 2006,  
Lister Centre, Crosshouse  
Hospital, Kilmarnock, East  
Ayrshire  
11am - 3pm

***Present:***

Diane Allcock (Vice chair), Penny Bond, Moira Brown, Jane Camp, Marie Carey, Fiona Cook (Chair), James Cassidy (Treasurer), Kate Cocozza, Heather Dunnachie, Anne Fairlie, Marianne Fairley, Caroline Hutchison, Joyce Jeffray, Kate Lambie, Mark Lees, Jim Mack, Jo McCallum, Karen Percival, Joyce Surfleet, Ria Tocher, Helen Walker

***Apologies received from:***

Susan Alexander; Dorothy Armstrong; Susan Begg; Jane Christie; Dilly Court-Brown; Janice Elliott; Ailsa Espie; Mae Fallon; Lorraine Forster; Colette Grieg; Nahida Hanif; Helen Kenyon; David Langton; Irene Lavery; Catherine MacFarlane; Ainsley McGibbon; Lorna Milton; Helen Pickering; Cathy Pollock; Ann Rae; Karen Rankin; Shirley Robertson; Chris Rodden; Margot Russell; Caroline Scott; Charlie Sinclair; Linda Sinclair; Kim Smith; Karen Spiers; Janice Turner; Liz Walker; Edna Mary Watson;

## 1. Welcome and Introductions

Fiona welcomed everyone to meeting and thanked Anne, Karen, Jo and Moira for hosting the meeting and providing hospitality.

## 3. Minutes from 12<sup>th</sup> October 2005 accepted.

## 4. Update from working groups

### Conference:

Conference is to be held on 14<sup>th</sup> June 2006 in Walton Suite, Southern General Hospital. There will be a Lecture theatre, Double Seminar Room and Seminar room in canteen available on the day

Title of the day is still be agreed

Suggested keynote speakers to be confirmed:

- Brendon McCormack
- Rob McSherry
- Angie Titchen
- Lynn Garbarena - work place standards
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Ideas for afternoon workshops:  
Something for all: Brendan-visioning. Then choice between;

Action Learning - Fiona Cook/Belinda Dewar  
KSF and PD - Rhona Hotchkiss

Chair of conference - Fiona Cook

Sponsorship - letters have gone out to companies last week. Let Diane know if you have any suggestions for possible sponsors.

Diane and Kate to take 'walk through' Walton Suite to discuss where reps/stalls/food should go,

Cost of conference £50 per person

PPDNF need conference to raise funds

Criteria for poster to be developed

Fiona has pens to give away on day

Advertising:  
PPDNF membership and website  
Directors of nursing  
RCN  
NHSQIS

Belinda Dewar may need payment as she is now freelance.

### **Evidencing Practice:**

Some timeframes have been agreed, more feedback at next meeting.

### **HEI Information:**

Development of an information booklet for 3rd/4th year student nurses. Work continues.

### **Practice Development Toolkit:**

Aim to have a PD tool kit on the website for everyone to access. John Norden is doing the IT work but is having problems with his network connection. Aim for feedback on progress at next meeting. Group is to ask John for timeframes and an invoice.

## **6. Open Forum discussion**

Those present shared developments in their areas of practice

Kate Lambie - Harmonising of 3 PD units, starting with induction. Negotiating is hard work and challenging

Penny Bond - There is a QIS PD event 29<sup>th</sup> March to share thoughts and prioritise PD across Scotland, further details to follow. Approx 100 places  
2006/2007 transition period  
Review of best practice statements is due

Moira Brown - Focusing on physical health for learning disability

patients, looking at how patient can be identified. Resource packs are being prepared. Aim is to raise awareness. There is lots of information, if you want a copy contact Moira. Possibly will become enhanced service and resource might be accepted nationally. Help need to educate GP's and practice nurses.

Heather Dunnachie: Bringing two divisions together, nurses are working in liaison with Learning Disability nurses.

Jo McCallum: Rolling out pilot for COPD across Ayrshire

Anne Fairlie: Bringing PD together across Ayrshire; drafted objectives, clarified roles and vision, meeting with Nursing Directors. Local conference about Advance Practitioners. Have a steering group. Lothian are having a conference soon

Joyce Jeffray: Matching training with KSF, early stages. Developing a framework to help staff identify if training meets their needs; there are challenges about format.

Jim Mack: Beginning to work with HR and A grades to map against KSF. There is similar work done in West Lothian with community grades. Mary Parkhouse and M

Pilcher have done work in acute. NHS24 have done work.

Kate Coccozza: Glasgow moving towards multidisciplinary leadership framework. Lots of themes have been uncovered and nurses invited on to an OD group. Coaching and mentoring done in a pragmatic way, timescale two months

Mark Lees: Completed an open learning workbook for

- Record keeping
- Erectile dysfunction

Involved in KSF mapping also looking at medication errors across the hospital, fitness for practice issues that need support

Diane Allcock: Conference repeated on two dates. Communication back to back and face to face

Public involvement  
Learning Disability  
Palliative care

Moving out of hours service, needing training for B grades

Highest rate of Chlamydia - trying to change access to youth is challenging

Values clarification exercise is very useful

Helen Walker: State Hospital recruitment and retention - updating mentors and supporting students

Implementing flying start

Forensic network between State Hospital and rest of Scotland Programmes are available to share e.g. Schizophrenia for community staff, managing aggressive behaviour and de-escalation

Ria Tocher:

PIP

Extended prescribing

Joyce Surfleet: continuing PD framework, supporting module leader and developing new modules, need to negotiate new corporate framework

Jane Camp: Role changed now Lead Primary Prescriber. Working with Linda Pollock to develop toolkit for prescribers

James Cassidy: Food and fluid standards. Pace packs do not apply to Learning Disability patients, following visit by NHSQIS, need to be updated

Prescribing across Scotland in relation to Learning Disability - looking to see what is happening Audit of prescribing - multidisciplinary issues, nurses not one error

Locked door issues/policy - staff fears among staff development needed, done values and beliefs possibly risk assessment

Karen Percival: Unscheduled care - benefits of it. Met with consultants in Aberdeen, possible opportunity to start telemedicine Frances Millar, Consultant appointment hoping to support patients with COPD.

There is an ICP network in Glasgow. Diane to invite Frances Millar to ICP for perinatal health

Fiona Cook - Merging three PD units and continues 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 9 new PPDF members since October 2005

Lorna Janssens, Perth and Kinross, CHP

Christina Ronayne, Gartnavel

Emma Law, Tayside

Catherine Macfarlane, Napier University

Margot Russell, NHS Lanarkshire

Arlene Wood, NHS Tayside

Katie Wood, Care Commission

Margaret Murray, NHS Greater Glasgow

Jo Campbell, NHS Argyll & Clyde  
Helen Walker, The State Hospital  
Josephine McCallum PD Nurse,  
NHS Ayrshire and Arran who left  
no contact details, so if anyone  
knows her ask her to contact Jane  
at [j.christie@napier.ac.uk](mailto:j.christie@napier.ac.uk)

Undelivered mail:

Thank you to everyone who has  
updated their details for the  
database:

Mandy Allen  
Gillian Court-Brown  
Lorraine Forster  
David Langton  
Pamela Marriott  
Deborah McCraw  
Rosemary Mullen  
Fiona Scott  
Marina Shannon  
Ria Tocher

There are 6 members who have  
left PPDNF

Sara Bond  
Margo Christie  
Brenda Howie  
Lynda McMenemy  
John Murray  
Julie Peacock

Total membership Jan 2006 = 160

Data Protection Act:

Jane will circulate position paper  
re: choices, benefits etc prior to  
next meeting so that decision  
about way forward can be made by  
Forum members

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 for Oct-  
December 05:

October 2005:  
210 visitors  
468 visits

November 2005:  
284 visitors  
531 visit

December 2005:  
225 visitors  
405 visits

That's the numbers on the way up  
a bit again, it seems.

In December, the most popular  
pages (apart from the main page)  
were the noticeboard, the  
conference and the meetings  
pages.

Access to site:- 66% of pages accessed directly (typing in or bookmarks)

- 25.9% through search engines
- - 7.6% 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 157 seconds. 9% 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	Australia
Canada	Ireland
Germany	China
Sweden	Hong Kong

### **Committee Profiles**

Committee member's profiles and roles are now on the website (Caroline will add the photos soon).

### **Chairperson:**

Fiona fed back to the group the high praise that the PPDNF had received at the recent DPN AGM, which had not been well attended.

DPN are changing their way of working to model the PPDNF committee structure.

Fiona shared the PPDNF evaluation with the DPN as a useful framework for gathering information

Value of PPDNF website noted and paying a website manager

Meeting at NES with Dorothy Armstrong, developing a work-based practice development module

NES notionally agreed to support PPDNF

HEI's have course but it is very theoretical. Need scoping exercise

Now need small group:

Caroline Hutchison - NHS24

Karen Percival- to head group

Fiona Cook

Penny Bond

Ria Tocher

Diane Allcock

Joyce Jeffray

Mark Lees

PPDNF International Conference  
18<sup>th</sup>/19<sup>th</sup>/20<sup>th</sup> October Heriot  
Watt

PPDNF members encouraged to  
submit abstracts

**Treasurer:**

PPDNF have £1513 in the bank.

Payments due to:

Website Manager - Jen Ross and

PD development - John Norden

Conference is likely to increase the  
balance

James is eligible to stand down at  
AGM. Anyone willing to stand as  
treasurer let Fiona Know

**8. Guest speaker**

Ian Rennie. NiCHE Project  
Clinical Educator, Clinical Skills  
Centre, Ninewells  
01382 660111 ext 35274  
[ian.i.rennie@tuht.scot.nhs.uk](mailto:ian.i.rennie@tuht.scot.nhs.uk)

Iain led a question and answer  
session about NiCHE (National  
incremental Competencies in  
Healthcare Education) Project.  
NiCHE is an online work based  
learning programme for anyone  
working in healthcare. Learning  
takes place anywhere, anytime, is  
incremental and can get SVQ's.  
Assessment is by essay and  
portfolio for evidence of

competence. Assessors are  
mentors who have two hour  
workshop Verifiers are course  
leaders.

Implementation and Assessment  
guides cost £500

Provides assessment of  
competence, in every job  
description i.e. you must do NiCHE  
or equivalent, could link to KSF,  
and could provide a career pathway

Limitations:

Time

Fear of essay

New language

Challenge to those not used to  
incremental assessment

Needs support

Iain has undertaken evaluation of  
NiCHE Project as part of Masters  
study

**9. Any other Business**

Writing for publication: Jane is  
exploring possibilities and cost of  
inviting Rowena Murray,  
Strathclyde University to do a one  
day workshop or invite as speaker  
to PPDNF meeting

Diane suggests that outcome  
should an article about PPDNF

Action Learning Sets: Evaluation is  
to take place on 6<sup>th</sup> February. New  
members are welcome and are

asked to let Fiona know if they would like to join a set

Alna Robb has been asked as Guest speaker to next meeting

Other suggestions for interesting speakers are very welcome:  
Diana to contact Frances Millar

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

Thur 18<sup>th</sup> January 2007

Time: 11.00 to 15.00

Venue: Easterhouse Medical Centre

Host: Diane Allcock

Thurs 19<sup>th</sup> April 2007

Time: 11.00 to 15.00

Venue: Ayr

Host: Anne Fairlie, Moira Brown, Karen Percival

## 10. Date of Next Meeting

Date: 27 April 2006

Time: 11.00 to 15.00

Meeting: AGM

Venue: NHS24 Clydebank

Host: Susan Begg

## Dates of Future Meetings:

Thurs 20<sup>th</sup> July 2006

Time: 11.00 to 15.00

Venue: State Hospital Carstairs

Host: Helen Walker

Wed 11<sup>th</sup> October 2006

Time: 11.00 to 15.00

Venue: St Johns Hospital  
Livingston

Host: Mark Lees