



20th July 2006,
State Hospital, Carstairs
11am - 3pm

1. Present and apologies

Present:

Diane Allcock, Moira Brown, Jane Camp, Marie Carey, James Cassidy, Fiona Cook, Janice Elliott, Kevin Hurst, Kate Lambie, Mark Lees, Jo McCallum, Debbie McCraw, Cathy Pollock, Ann Rae, Marina Shannan, Helen Walker

Apologies received from:

Susan Alexander, Penny Bond, Gillian Court-Brown, Jane Christie, Ailsa Espie, Mandy Fahey, Marianne Fairley, Mae Fallon, Lorraine Forster, Ann Marie Hawthorne, Irene Lavery, Lorna Milton, Jane Ormerod, Nahida Hanif, Shirley Robertson, Caroline Scott, Charlie Sinclair, Tracy Smith, Joyce Surfleet, Judy Taylor, Rhona Wallace, Arlene Wood

2. Welcome and Introductions

Fiona Cook welcomed everyone to the meeting and expressed thanks to Helen Walker for hosting the meeting and providing hospitality.

Helen Walker then explained the lunchtime tour of the venue.

Round table introductions were given by all.

Fiona mentioned Judy Taylor who has returned to work in Vale of Leven after a spell of illness and will hopefully be at the next meeting.

Fiona asked for an 'extraordinary moment' in the afternoon to discuss the constitution.

3. Minutes from meeting 27th April 2006 accepted.

4. Update from working groups

Conference:

Diane Allcock discussed the conference debriefing session.

Fiona explained that everything should be on the website now.

Venues for next conference discussed. Date for next conference to be September or October 2007.

Mark Lees volunteered to join the conference committee group, as did Cathy Pollock, Janice Elliott, Marina Shannan and Marie Carey.

Other committee members elected to continue on the committee apart from Kate Lambie who, sadly, is retiring.

Evidencing Practice:

Feedback at next meeting

HEI Information:

Fiona explained that the abstract for a workshop in the International Conference (Heriott Watt) has been accepted.

Fiona discussed her presentation for HEIs which was 'road tested' on 4th year nursing students at QMUC. Fiona will discuss this further with Mark Lees and Irene Lavery.

Practice Development Toolkit:

Fiona reported that FONS are being approached to help with financing this project and that John Driscoll from DPN will collaborate with PPDF on this.

Break for lunch

6. Open Forum discussion

Those present shared developments in their areas of practice

Kate Lambie expressed her regret at having to leave the group due to her retirement. The group concurred that she will be sadly missed.

7. Feedback from Chairperson and committee members

Chairperson:

Fiona commented on the conference and the work of Brendan McCormack and reported that the Directors of Nursing were interested in Brendan's findings. Fiona reiterated that there would be changes required following on from Brendan's findings and that these would affect the group and she is keen to put together a small group from PPDF to take this forward. (1)

An item has to be added to the agenda for next meeting where members have to read Brendan's paper beforehand and come ready to debate the challenges and opportunities highlighted from this paper.

Re Query on the website; job descriptions of primary care

practice developers are to be sent to the Queens Nursing Institute if possible

The PPDF have been invited to contribute to the reception for the International PD Conference. Fiona asked for a small group to help her develop a theme for the international practice development conference reception at Heriott Watt. Moira Brown, Marie Carey, Jo McCallum volunteered to help

Action learning was discussed and Fiona recommended a new group be started as there were sufficient members asking to join a group. The problem would be finding a facilitator for the new group but Fiona is going to look into this.

Treasurer:

James Cassidy then discussed the accounts and reported that we are in a positive balance at the moment.

Secretary and Website secretary

Jane and Caroline were unable to be at the meeting. Their reports were not discussed at the meeting but are attached for information.

7. Constitution

The Extraordinary moment was then conducted where the proposed addition (point 3.3) to

the constitution was discussed and debated. Members decided that the wording should read:

'members must not pass this information to third parties'

Other proposed changes were agreed including changes to the website information.

Diane Allcock discussed the counter signatory section (8.1) in the constitution which would affect who was able to counter sign. After discussion it was proposed that the words:

'and any other member of the committee' would be used to replace the existing words. The group agreed this.

Diane Allcock then raised the point that the constitution should be challenged concerning how the committee is elected. Currently a committee member cannot stand for re-election after a 4-year term of office and it was proposed that this was changed to allow any committee member who wishes to stand for re-election to do so.

Agenda item for next meeting - a debate will be conducted on this point. Diane will, in the meantime, write a short paper outlining the arguments for this proposed change.

Marina Shannon raised the point that some of her colleagues who were non-nursing (i.e. AHPs) were interested in being involved with the PPDNF. After discussion it was agreed that while they were welcome to attend meetings etc., if they were to be welcomed as members then the constitution would require to be changed, as would the name of the forum. It was proposed that an associate route might be the best solution but again this would be up for discussion at the next meeting.

8. Guest speaker

Helen Walker then gave a very interesting presentation on the State Hospital at Carstairs and the role of Practice Development within the organisation.

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 Meeting

Wed 11th October 2006
Time: 11.00 to 15.00
Venue: St Johns Hospital
Livingston
Host: Mark Lees

Dates of Future Meetings:

Thurs 18th January 2007
Time: 11.00 to 15.00
Venue: Easterhouse Medical
Centre
Host: Diane Allcock

Thurs 19th April 2007 AGM
Time: 11.00 to 15.00
Venue: Ayr
Hosts: Anne Fairlie, Moira Brown,
Karen Percival